

**PREPARING HABS/HAER/HALS  
DOCUMENTATION FOR  
TRANSMITTAL TO THE LIBRARY  
OF CONGRESS**



## TABLE OF CONTENTS

PREFACE .....	vii
BACKGROUND .....	viii
ACKNOWLEDGMENTS .....	viii
1 OVERVIEW OF DOCUMENTATION & TRANSMITTAL PROCESS .....	1-1
Record Components.....	1-1
2 COPYRIGHT & THE PUBLIC DOMAIN .....	2-1
1976 Copyright Act: Terms of Protection .....	2-1
Public Domain .....	2-2
State Records .....	2-2
Materials Donated to a Documentation Project by a Second or Third Party or Sponsor .....	2-2
Determining the Copyright Status of a Work .....	2-3
Determining Who Owns Copyright.....	2-3
Additional Information .....	2-3
3 COPYRIGHT MATERIAL—RELEASE & ASSIGNMENT FORM .....	3-1
Instructions for Use.....	3-2
Processing & Storage.....	3-3
4 PRIVACY & SECURITY ISSUES .....	4-1
5 ARCHIVAL GUIDELINES .....	5-1
General.....	5-1
Papers, Negative Sleeves .....	5-1
Inks, Lead Pencils, Printers.....	5-2
Adhesives, Binders, Tapes.....	5-2
Erasers, Correction Fluids.....	5-2
Plastics, Films .....	5-2
Food, Light.....	5-3
6 ASSIGNING RECORD NAMES.....	6-1
Historic Name as a Record Name .....	6-1
Address as a Record Name .....	6-1
Titles in a Record Name .....	6-1
Common Name as Alternate Name .....	6-1
Record Names for Complexes .....	6-1
Name Changes of a Complex Over Time .....	6-2
Naming Individual Structures within a Complex .....	6-3
Record Names for Historic Districts.....	6-3
Changes in Record Names .....	6-3
Record Names for Moved Structures.....	6-3
7 ASSIGNING HABS, HAER OR HALS SURVEY NUMBERS .....	7-1
Requesting & Assigning Survey Numbers .....	7-1
Assigning Survey Numbers to Complexes .....	7-1
Assigning Survey Numbers to Historic Districts.....	7-2
Assigning Survey Numbers to Addenda Documentation .....	7-2

8 DATA ENTRY SHEETS .....	8-1
Data Entry Sheet Instructions .....	8-2
Data Entry Sheet Field Definitions .....	8-2
9 COVER SHEETS .....	9-1
General Information .....	9-1
10 BLACK & WHITE PHOTOGRAPHS & NEGATIVES .....	10-1
Organizing Photographs.....	10-1
Preparing Index to Photographs.....	10-2
Labeling Black & White Photographs & Negatives .....	10-2
Historic Views & Photographic Copies.....	10-3
Aerial Photographs.....	10-3
Photo-Mount Cards .....	10-4
11 COLOR TRANSPARENCIES (CT) .....	11-1
Quality & Stability of Color Transparencies .....	11-1
Organizing & Numbering Color Transparencies .....	11-2
Preparing an Index to Photographs Page for Color .....	11-2
Labeling Original & Duplicate Color Transparencies .....	11-2
Labeling Paper Copies of Color Transparencies .....	11-3
Housing for Original & Duplicate Color Transparencies .....	11-3
Photo-Mount Cards for Paper Copies .....	11-3
12 WRITTEN HISTORICAL & DESCRIPTIVE DATA (DATA PAGES).....	12-1
General Information.....	12-1
Addenda to Written & Historical Data .....	12-1
Addenda with Name or Address Change.....	12-1
13 MEASURED DRAWINGS .....	13-1
General Information.....	13-1
14 FIELD RECORDS.....	14-1
General Information.....	14-1
Field Record Contents.....	14-1
Organizing & Marking Field Record Material .....	14-2
15 MASTER INDEX (MI) CARDS— <i>no longer required</i> .....	15-1
16 COMPLEXES.....	16-1
Organizing Complexes.....	16-1
17 HISTORIC DISTRICTS OR UNIFIED GROUPS OF STRUCTURES .....	17-1
General Information.....	17-1
Historic Districts .....	17-1
Unified Groups of Structures .....	17-1
Organizing a Historic District or Unified Groups of Structures .....	17-1
18 SITES/STRUCTURES IN MULTIPLE LOCATIONS.....	18-1
19 ADDENDA.....	19-1
General Information.....	19-1
Addenda—Cover Sheets .....	19-1
Addenda—Photographs, Negatives, Photocopies & Color Transparencies .....	19-1
Addenda—Index to Photographs .....	19-2
Addenda—Index to Photographs (Previously Transmitted Index to Photograph	

Pages).....	19-2
Addenda—Index to Photographs (Special Cases).....	19-2
Addenda—Index to Photographs (Color Paper Copies Only).....	19-2
Addenda—Index to Photographs with Black & White Photographs & Color Paper Copies .....	19-3
Addenda—Data Pages .....	19-3
Addenda—Measured Drawings.....	19-3
Addenda—Field Records.....	19-3
Addenda—Previously Transmitted Records with Incorrect Names.....	19-4
Addenda—Change in Record Name or Location .....	19-4
20 DIGITAL TRANSMITTALS (to be added).....	20-1
21 FULFILLMENT OF AGREEMENTS .....	21-1
Time Schedules.....	21-1
Distributing Copies of Documentation to Appropriate Agencies & Sponsors .....	21-1
22 GLOSSARY .....	22-1
23 ARCHIVAL SUPPLIES/SUPPLIERS .....	23-1
24 HABS/HAER/HALS MITIGATION PROGRAM CONTACTS .....	24-1
EXAMPLES .....	A
Copyright Release & Assignment Form.....	A
Cover Sheet.....	C
Cover Sheet—Complex .....	D
Cover Sheet—Individual Structure within a Complex .....	E
Cover Sheet—Historic District (Main Record) .....	F
Cover Sheet—Individual Structure within a Historic District.....	G
Index to Photographs (Page 1).....	H
Index to Photographs (Page 2).....	I
Index to Photographs—Complex (Page 1 of Main Record).....	J
Index to Photographs—Individual Structure within a Complex (Page 1) .....	K
Index to Photographs—Historic District (Page 1 of Main Record).....	L
Index to Photographs—Individual Structure within a Historic District (Page 1) .....	M
Index to Photographs—Individual Structure within a Historic District (Page 2).....	N
Index to Photographs—Multiple Locations.....	O
Index to Photographs—Black & White Photographs & Color Transparencies (Page 1) .....	P
Index to Photographs—Black & White Photographs & Color Transparencies (Subsequent Page).....	Q
Index to Photographs—Photographic Copies of Photographs & Drawings.....	R
Photo Mount Cards .....	S
Photo Mount Cards—Paper Copy of Color Transparency .....	T
Photo Mount Cards—8”x10” Photographic Copies (Front).....	U
Photo Mount Cards—8”x10” Photographic Copies (Verso/Back).....	V
Negative Sleeves—Black & White Negative .....	W
Negative Sleeves—Original Color Transparency.....	X
Negative Sleeves—Duplicate Color Transparency .....	X
Written Historical & Descriptive Data (Page 1).....	Y

Written Historical & Descriptive Data (Page 2) .....	Z
Data Pages—Complex (Page 1 of Main Record) .....	AA
Data Pages—Individual Structure within a Complex (Page 1) .....	BB
Data Pages—Historic District (Page 1 of Main Record) .....	CC
Data Pages—Historic District (Page 2 of Main Record) .....	DD
Data Pages—Individual Structure within a Historic District (Page 1) .....	EE
Data Pages—Individual Structure within a Historic District (Page 2) .....	FF
Data Pages—Multiple Locations (Page 1) .....	GG
Measured Drawing Title Blocks .....	HH
Measured Drawing Title Blocks—Complex .....	II
Field Record Files .....	JJ
Master Index Cards— <i>no longer required</i> .....	KK
Master Index Cards—Documentation Includes Field Records— <i>no longer required</i> .....	KK
Master Index Cards—Complexes (Main Record)— <i>no longer required</i> .....	LL
Master Index Cards—Complexes (Individual Structure)— <i>no longer required</i> .....	LL
Addendum—Cover Sheet .....	MM
Addendum—Cover Sheet—Name or Address Change .....	NN
Addendum—Index to Photographs—Previously Transmitted Index to Photographs Pages .....	OO
Addendum—Index to Photographs—No Previously Transmitted Index to Photographs Pages .....	PP
Addendum—Index to Photographs—Black & White Photographs & Color Transparencies .....	QQ
Addendum—Index to Photographs—Name or Address Change .....	SS
Addendum—Data Pages—Previously Transmitted Data Pages .....	TT
Addendum—Data Pages—No Previously Transmitted Data Pages .....	UU
Addendum—Data Pages—Name or Address Change .....	VV
Addendum—Measured Drawing Title Blocks .....	WW

## PREFACE

This manual is to be used in conjunction with the related legislation, standards, and discipline guidelines listed below.

- The following laws, along with other related legislation, may be found on the National Park Service's Links to the Past, Laws, Regs. & Standards web page:  
[www.cr.nps.gov/linklaws.htm](http://www.cr.nps.gov/linklaws.htm)
  - *Historic Sites Act of 1935*, as amended (16 U.S.C. 461-467)
  - *National Historic Preservation Act of 1996*, as amended (16 U.S.C. 470 et seq.)
  - *Secretary of the Interior's Standards & Guidelines for Architectural & Engineering Documentation* as published in the *Federal Register* (Generally known as the HABS/HAER/HALS Standards)
- *Recording Historic Structures*, ed. John A. Burns, 2d ed. (Hoboken, NJ: John Wiley & Sons, Inc., 2004). Copies may be ordered from the AIA Bookstore: 1-800-242-3837 or [www.aia.org](http://www.aia.org)
- The following HABS/HAER/HALS Guidelines may be found, and downloaded for free, on the HABS/HAER/HALS web-site: <http://www.cr.nps.gov/habshaer/pubs/index.htm>
  - *Secretary of the Interior's Standards & Guidelines for Architectural & Engineering Documentation*
  - *Recording Historic Structures & Sites with HABS Measured Drawings*
  - *Recording Historic Sites & Structures Using Computer-aided Drafting (CAD)*
  - *HABS Historical Reports*
  - *HABS/HAER Photography: Specifications & Guidelines*
  - *Recording Structures & Sites for the Historic American Engineering Record*

The Transmittal guidelines have been developed as an aid for those preparing HABS/HAER/HALS documentation for transmittal to the HABS/HAER/HALS Washington Office or to the Library of Congress, Prints and Photographs Division. Transmitted documentation must meet both HABS/HAER/HALS and Library of Congress standards as described in this manual.

Though the guidelines may not address all possible unique features of recording projects, the Collections Management Staff (CMS) will work to accommodate distinct features associated with individual projects. Updating the guidelines will be an ongoing process to better reflect any issues that arise with new recording projects. Feedback about the guidelines is both sought and appreciated.

Those most likely to use these guidelines are: Washington Office staff and summer project staff, HABS/HAER/HALS Regional Coordinators, mitigation contractors, and students or others in the field of historic preservation submitting documentation for inclusion in the HABS/HAER/HALS collection. This publication is copyright-free and in the public domain.

## BACKGROUND

The National Park Service's Historic American Buildings Survey/Historic American Engineering Record/Historic American Landscapes Survey (HABS/HAER/HALS) programs document the nation's historically significant sites and structures. HABS/HAER/HALS documentation takes three forms: measured or interpretive drawings, large-format photography, and written reports. The documentation, sometimes the only remaining record of a site or structure, becomes part of one of the largest collections of historic architecture and engineering records in the country. The HABS/HAER/HALS collection is currently housed at the Library of Congress, Prints and Photographs Division where it is available to the public.

The collection can be accessed in the reading room of the Prints and Photographs Division, Library of Congress. Materials are placed on open bookshelves in three-ring binders, arranged and shelved by state, county, city or town and record name or by HABS, HAER or HALS Survey number. The Library of Congress maintains a card catalog, an inventory index card file and a searchable database to locate HABS/HAER/HALS materials. Built in America, the online presentation of the HABS/HAER/HALS collections, includes digitized images of measured drawings, black-and-white photographs, color transparencies, photo captions, data pages including written histories, and supplemental materials. Since the National Park Service's HABS, HAER and HALS programs create new documentation each year, digital images will continue to be added to the online collections. The HABS/HAER/HALS Collections Management staff maintain a separate database of all recorded sites and projects in-progress. Built in America can be searched on its American Memory web page at:  
<http://memory.loc.gov/ammem/hhhtml/hhhome.html>

## ACKNOWLEDGMENTS

*Preparing HABS/HAER/HALS Documentation for Transmittal to the Library of Congress Guidelines* was compiled and written by the HABS/HAER/HALS Collections Management Staff with support from the Library of Congress, Prints and Photographs Division and HABS/HAER/HALS Regional Coordinators. It was edited and updated in 2004-6 by Kelly Young. Any questions or comments about this document can be directed to: Collections Management, HABS/HAER/HALS, National Park Service, 1201 Eye St., NW, 7<sup>th</sup> Floor, Washington, DC 20005 or [kelly\\_young@nps.gov](mailto:kelly_young@nps.gov)



## **1 OVERVIEW OF DOCUMENTATION & TRANSMITTAL PROCESS**

Before beginning any survey, project leaders should obtain a HABS, HAER or HALS survey number and plan out the type, amount and general organization of the final documentation. This reduces the risk of having to re-label and re-number unorganized documentation prior to transmittal. For information about HABS, HAER and HALS number assignments see Section 7.

Completed projects must be reviewed and approved by the project leader, project supervisor, or by the appropriate regional coordinator to ensure that the documentation is accurate and consistent, and that the necessary copies are sent to sponsors. Final documentation is forwarded to the Collections Management staff in the Washington Office (see Section 22) for final transmittal to the Library of Congress.

### **Record Components**

The following items compose a complete HABS/HAER/HALS record (survey), however, not every item is necessary. Required items are indicated.

**Data Entry Sheet (DES): \*REQUIRED\*.** Created by the Washington Office and completed by the transmitter, the DES records information about the record being transmitted. All information contained in the documentation in a given record should be consistent with the information supplied on the corresponding DES and vice versa. Please see Section 8 for instructions on completing a DES.

**Cover Sheet: \*REQUIRED\*.** Prepared by the project team. Typed or impact printed (not laser printed) on archival card stock. The cover sheet lists the components (photographs, drawings, written data) included in the record and identifies the office (Washington or regional) that produced the record. Please see Section 9 for instructions and examples.

**Index to Photographs/Photo Caption Pages:** Required if black and white photographs or color transparencies are included in documentation package. Prepared by the project team. Index to Photographs/ Photo Caption Pages, are printed on archival bond. Please see Section 10 for instructions and examples.

**Black & White Photographs & Negatives:** Prepared by the project team. These are labeled and housed according to HABS/HAER/HALS and Library of Congress guidelines. Please see Section 10 for instructions and examples.

**Original & Duplicate Color Transparencies & Paper Copies of Color Transparencies:** Original CTs are prepared by the project team. Duplicate CTs and paper copies are prepared by the Washington Office. These are labeled and housed according to HABS/HAER/HALS and Library of Congress guidelines. Please see Section 11 for instructions and examples.

**Written Historical & Descriptive Data/Data Pages/Historical Report:** Prepared by the project team. Printed on archival bond. Please see Section 12 for instructions and examples.

**Measured or Interpretive Drawings:** Prepared by the project team according to HABS/HAER/HALS and Library of Congress guidelines. Please see Section 13 for instructions and examples.

**Field Records:** Prepared by the project team. Field Records consist of items that may be of interest to a researcher, but do not meet HABS/HAER/HALS standards for documentation. Please see Section 14 for instructions.

***Index Cards:*** *No longer required.*

**Office Copy:** \*REQUIRED\*. Once all components of a record are properly prepared, they should be photocopied on regular bond; drawings should be reduced to 8½"x11". This serves as the Office Copy and is kept by the Washington Office.

## 2 COPYRIGHT & THE PUBLIC DOMAIN

The 1976 U.S. Copyright Act regulates how maps, historic photographs, architectural and engineering drawings, textual material, and other media that were created by an individual or an agency outside HABS/HAER/HALS or the U.S. Government can be incorporated into HABS/HAER/HALS surveys as formal documentation. Although the act does not prohibit the use of these materials, it requires that the HABS/HAER/HALS researcher verify the copyright status of all materials to be included in a survey prior to final submission and, if necessary, secure a transfer (release and assignment) of copyright to the National Park Service. Without a release and assignment of copyright, materials cannot enter the HABS/HAER/HALS collection at the Library of Congress as formal documentation.

### 1976 Copyright Act: Terms of Protection

As amended, the 1976 Copyright Act grants all "creators" of original works limited exclusive rights to reproduce, distribute, perform, and/or display their works. [In the case of works-made-for-hire, the Act grants the same rights to the hiring individual or agency.] The term of these rights varies according to the date of creation, publication, and/or registration of the work. If the work has been published or registered with the U.S. Copyright Office ([www.copyright.gov](http://www.copyright.gov)), the term of protection is calculated based on the publication or registration date:

Date of Work	Term of Protection
<i>Published before January 1, 1923</i>	<i>expired; in the public domain</i>
<i>Published between January 1, 1923, &amp; December 31, 1963</i>	<i>28 years from date of publication plus a renewal term of 67 years if a renewal application has been filed with the U.S. Copyright Office; if a renewal application has not been filed, this material is now in the public domain</i>
<i>Published between January 1, 1964, &amp; December 31, 1977</i>	<i>28 years from date of publication plus an automatic extension of 67 years</i>
<i><u>Created</u> (but not necessarily published) on or after January 1, 1978</i>	<i>Life of author + 70 or through 2047, whichever is greater; works-for-hire 95 years from publication or 120 years from creation</i>

If the work has not been either published or registered, the creation date is used to determine the term of protection:

Date of Work	Term of Protection
<i>Created before January 1, 1978, <u>but not published or registered</u></i>	<i>Life of creator + 70</i>
<i>Created between January 1, 1978 and December 31, 2002 <u>but not published or registered</u></i>	<i>Life of author + 70, not to expire before December 31, 2047</i>

Once the term of protection has expired, the materials enter the public domain (i.e. they become "copyright-free").

### **Public Domain**

Strictly speaking, "public domain" is "the realm embracing property rights belonging to the community at large, subject to appropriation by anyone, specifically, status unprotected by copyright or patent [or trademark]" (*Webster's Third New International Dictionary*). Materials enter the public domain when and only when:

- 1) copyright protection for the work expires,
- 2) copyright is abandoned by the copyright owner (i.e. transferred, or released and assigned)
- 3) copyright protection is forfeited by failure of the copyright owner to comply with the law

Materials in the public domain also include:

- 1) all materials published before January 1, 1923, and not renewed, and
- 2) all materials entirely created, commissioned, and/or published by the U.S. Government, including materials produced by federal government employees in the course of their jobs. [Materials created or published by the U.S. Government in collaboration with a non-U.S. Governmental individual or agency may or may not be in the public domain. Materials fitting this category may require additional background research.]

A common misconception about copyright and the public domain is that anything old and/or unpublished is copyright-free. This is false. All unpublished works created before 1978 but neither published nor registered are eligible for protection under the current law and must be thoroughly investigated before being included in HABS/HAER/HALS surveys as formal documentation.

### **State Records**

Records in state archives, departments of transportation, and other state agencies may or may not be in the public domain depending on the records laws in that state. Check with the State Archivist or Attorney General's Office in that state for details. If the state or any contractor working for the state claims copyrights to drawings, historic views, or other materials, a release and transfer of copyright from the copyright owner to the National Park Service is required in order for the material to be included as formal documentation.

### **Materials Donated to a Documentation Project by a Second or Third Party or Sponsor**

The legal transfer of copyright is not binding unless set down in writing, even if the materials in question are donated or voluntarily incorporated into a documentation project by the owners of the materials. State agencies, private corporations, and all other non-U.S. Government sponsors of HABS/HAER/HALS recording projects must transfer all rights to the materials under consideration to the National Park Service if they wish to have them included in the formal documentation.

The 1976 Copyright Act as amended is unambiguous on this point. According to Section 201(d)(2), all transfers of copyright must be in writing and must be signed by the party making the transfer. If modified or otherwise altered afterwards, the transfer is considered null and void.

### **Determining the Copyright Status of a Work**

Refer to the previous tables or to U.S. Copyright Office Circular 1, "Copyright Basics," and Circular 15a, "Duration of Copyright: Provisions of the Law Dealing with the Length of Copyright Protection," for the terms of protection (circulars are available on the U.S. Copyright Office web site: <http://www.loc.gov/copyright/>). As a general rule, works published after 1922 and all works created but neither published nor registered are eligible for protection under the 1976 Copyright Act as amended and will require a release and transfer of copyright.

### **Determining Who Owns Copyright**

Possession of materials does not constitute ownership of copyright for those materials.

Numerous archives, historical societies, and private collectors have acquired materials created by another individual or agency without obtaining a legal transfer of copyright. Although they may be the custodians of the materials, they cannot by law authorize such a transfer. To locate the copyright owner, follow these steps:

- 1) Thoroughly research the material. Has it ever been published or registered with the U.S. Copyright Office? If published, when? Was the material work-made-for-hire? If so, who paid for the work?
- 2) Research the creator. Is the creator still alive? If not, when did he/she die? Did he/she have heirs (heirs can claim copyright in certain cases)? Did he/she transfer copyright to a third party (archive, historical society)?
- 3) Refer to the resources of the U.S. Copyright Office. You can search online for all copyrights filed with the Office since 1978. The Office also maintains a master card catalog in the Library of Congress James Madison Memorial Building, 101 Independence Avenue, SE, Washington, DC 20559-6000. Most Copyright Office records are open to public inspection and research from 8:30am to 5:00pm EST, Monday through Friday. The Office's *Catalog of Copyright Entries* (CCE) in printed (1891-1978) and microfiche (1979-1982) formats covers all registrations and renewals made between certain dates. The Office staff will carry out searches for an hourly rate. See the U.S. Copyright Office Circular 22, "How to Investigate the Copyright Status of a Work," for more information.
- 4) Contact publishers, stock photography houses, or film libraries.

Copyright searches can be long and frustrating processes. Advise the researchers or the compilers of the survey to weigh the importance of the material against the time and effort involved in locating the owner or creator. A bibliographic reference or a copyright-free photograph or drawing showing a similar view may suffice. Also, advise them to demonstrate a good faith effort to locate the owner by establishing a paper trail of their research activities (research logs, email, correspondence). Phrases like "photographer unknown" are insufficient as proof of a copyright search without a paper trail documenting search efforts.

### **Additional Information**

Please contact the HABS/HAER/HALS Collections Manager if you have any questions about copyright and HABS/HAER/HALS documentation. For more information on the 1976 Copyright Act as amended, consult the U.S. Copyright Office's web site at [www.copyright.gov](http://www.copyright.gov)



### 3 COPYRIGHT MATERIAL—RELEASE & ASSIGNMENT FORM

#### RELEASE AND ASSIGNMENT

I, \_\_\_\_\_, am the owner, or am authorized to act on behalf of the owner, of the materials described below including but not limited to copyright therein, that the National Park Service has requested to use, reproduce and make available as public domain materials at the Library of Congress as part of the Historic American Buildings Survey/Historic American Engineering Record/Historic American Landscapes Survey collections. (If not the sole copyright owner, please specify in the space below any additional permissions needed, if any, to grant these rights.) I hereby transfer and assign to the National Park Service any and all rights including but not limited to copyrights in the materials specified below:

**Survey Number:** HABS No. \_\_\_\_\_, HAER No. \_\_\_\_\_ or HALS No. \_\_\_\_\_

**Types of Materials** (please check all that apply):

Photographs \_\_\_\_\_ Illustrations \_\_\_\_\_ Textual materials \_\_\_\_\_ Oral History/Interviews \_\_\_\_\_  
Audiotape \_\_\_\_\_ Videotape \_\_\_\_\_ Other (describe) \_\_\_\_\_

**Detailed Description of Materials** (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_

**Additional Permissions Needed, if any** (for example, copyright owner, subjects in photographs, illustrations in text):

**Disposition of Materials After Use** (please check one): ☐ Return to owner  
☐ May be retained

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\* This form will be available on the InsideNPS web site. It must be printed on NPS letterhead.

## General Information

The Library of Congress and the National Park Service require completed copyright release and assignment forms on NPS letterhead for all materials appearing in HABS/HAER/HALS documentation that may be eligible for protection under the U.S. Copyright Act as amended. These materials include--but are not limited to--historic photographs, illustrations, textual materials, transcripts of interviews, and audiotape.

In this age of proliferating digital media and the Library of Congress' efforts to digitize the HABS/HAER/HALS Collections, it is even more vital to have copyright release and assignment forms complete for all pertinent items.

The copyright release and assignment form consists of seven sections: a statement of transfer, survey number, a section identifying the types of materials covered by the transfer, a detailed description of the materials, a list of additional permissions needed, a section governing the disposition of materials after use, and an authorizing signature. Each of these sections must be completed before any material can enter the public domain through the HABS/HAER/HALS program.

One completed release and assignment form is required *per owner of the materials per structure*. In the case of complexes, one form per owner per complex is sufficient. In all cases, the original form must be printed on National Park Service letterhead.

## Instructions for Use

- 1) Print out a blank copy of the release and assignment form on National Park Service letterhead.
- 2) Fill out each section of the form thoroughly:
  - a) *Statement of Transfer* (Copyright owner's expression of intent to transfer copyright to the materials listed below to the National Park Service): Place the owner's, or authorized person's, full name on the line. Any additions, alterations, or deletions to the statement of transfer may result in the nullification of the release and assignment and the removal of the materials from the survey documentation.
  - b) *Survey Number*: Enter the HABS, HAER or HALS survey number for the structure. If a structure is part of a complex, and other structures in the complex are being recorded, enter the overview survey number and all secondary structure numbers (if known). If a structure is part of a complex, but it is the only one being recorded, use the survey number with the appropriate subdivision (MD-114-A).
  - c) *Types of Materials*: Check all types/media that apply.
  - d) *Detailed Description of Materials*: Create--and attach extra pages if necessary--an itemized list of all materials requested. Include catalog, plate, registration, and/or page numbers whenever possible. Use the captions if you have already written them.
  - e) *List of Additional Permissions Needed*: Copyright is completely divisible. List other potential owners of copyright here.
  - f) *Disposition of Materials After Use*: In cases where materials are taken from the owner for the purposes of using or reproducing the materials, indicate whether materials must be returned to the owner after reproduction or whether they may be retained by the National



Park Service.

- g) *Authorizing Signature:* Obtain the owner's name, address, telephone number, and the owner's signature. Also request that the owner date the form.
- 3) Transmit the completed copyright release and assignment forms with the appropriate surveys to the Washington Office.

### **Processing & Storage**

Once the signed release & assignment form is verified against the documentation, the original form is to be sent with the survey to the HABS/HAER/HALS Washington Office, where it will be placed in a permanently active file. Regional offices are advised to keep a copy of the signed form for their records.



#### **4 PRIVACY & SECURITY ISSUES**

In the process of recording a site for HABS/HAER/HALS, architectural field teams, historians, photographers, and others might encounter or produce sensitive graphic or textual information that, if introduced into the public domain via the HABS/HAER/HALS Collection at the Library of Congress, might compromise or otherwise adversely affect the safety and the security of a site, an individual or an entire community. Security and confidentiality concerns are best addressed at the earliest stages of the documentation process by the parties directly involved in the recording project. Property stewards, project and National Park Service regional coordinators, SHPOs, FPOs, tribal representatives, and other stakeholders are best informed and positioned to address these concerns and make reasoned determinations regarding the sensitivity of the material to be included in the documentation. All parties to a project resulting in HABS/HAER/HALS documentation are encouraged to acknowledge security concerns as a legitimate factor in determining the appropriate level and extent of HABS/HAER/HALS documentation.



## 5 ARCHIVAL GUIDELINES

### General

HABS/HAER/HALS documentation must be prepared using specific archival materials and archival processes in order to be approved by the Washington Office before the documentation is transmitted to the Library of Congress.

### Papers, Negative Sleeves

Archival paper must meet the following specifications: lignin-free, at least 25% cotton, non-recycled, and alkali-buffered. The paper should have a pH between 7.5 and 10. The pH should be indicated on the wrapping of product's packaging.<sup>1</sup> "Acid-free" is not necessarily archival. When in doubt, look for a watermark indicating the percentage of cotton in the paper. If there is no watermark, the paper is most likely not archival.

Non-Archival Paper, including photographic paper, deteriorates for two principal reasons: it is attacked by harmful substances in the environment, and its physical and chemical composition is such that it will deteriorate regardless of how it is stored. Washington Office copies of records may be submitted on regular bond paper, as they are not meant to be archival. All other materials must be submitted on archival media.

### Paper negative sleeves

Negative sleeves must be lignin free and follow the same pH levels as archival paper.

It is preferable to have no thumb cut on the sleeve; however, a thumb cut on the seam side is acceptable unless it exposes the negative.

To minimize deterioration of the negative, one long side-seam is preferable to two seams. Middle seams are not acceptable. Seams must be closed by adhesive to within 1/8" of the entire length of the edge.<sup>2</sup> No adhesive must appear beyond the inner or outer edge of each seam, nor on the inside of sleeves. Seams should be smooth and flat with no puckering or wrinkling.

Only two sizes are acceptable for negative sleeves: 5 3/8"x7 3/8" (for negatives 5"x7" and smaller i.e., 4"x5") and 10 1/2"x8 1/2" (for 8"x10" negatives). Other sizes of negative sleeves are acceptable only for field records (see Section 14—Field Records).

Xerox XES-8870 electrostatic plots on Mylar have been determined to be archival by the Library of Congress (August 1994). CAD drawings should be laser plotted on Mylar or drawn using archival ink.

Glassine negative sleeves should be avoided. They generally are not archival, even though the term has been applied to a number of different products.

---

<sup>1</sup>The paper shall pass the Photographic Activity Test as described in American National Standards Institute (ANSI) IT9.2-1933, Section 5.1, or the latest revision.

<sup>2</sup>Adhesive must meet requirements of ANSI IT9.2-1988, Section 3.4 or the latest revision.

### **Inks, Lead Pencils, Printers**

Soft (#1) pencil should be used to label the backs of black & white photographs so that the emulsion does not crack or become embossed from the back. #2 pencils may be used on negative sleeves, archival paper, etc.

Archival ink must be used when stamping the backs of photographs. Standard inkpads seep and are not archival. Regional offices can obtain archival ink directly from the Library of Congress, Prints & Photographs Division, or from the Washington Office Collections Management staff.

Black ink pens should be carbon-based rather than dye-based, waterproof, and state that it is formulated for use on drafting film. Inks recommended by the Library of Congress are: Koh-i-noor Rapiddraw waterproof black India; Koh-i-noor Universal waterproof black India; Higgins Black Magic waterproof drawing ink; Staedtler Marsmatic drawing ink; and Pelikan "FT" drawing ink. These inks are available commercially from office and artists suppliers.<sup>3</sup>

Ballpoint ink contains acidic oil, which migrates and so should never be used on photographs or papers (i.e., cover sheets, negative sleeves). Ballpoint ink should not be used on any parts of the documentation except the DES.

Laser printing on negative sleeves, photo-mount cards, and cover sheets is not archival. Laser printing does not permeate these particular materials. However, laser printed data and index to photographs pages on archival bond are acceptable.

### **Adhesives, Binders, Tapes**

Adhesive labels should not be used. (Exception: the Field Record folder labels that are usually prepared by Regional Coordinators or Washington Office staff.)

Pins, paperclips, staples, rubber bands or cellophane. Rubber bands and cellophane contain harmful chemicals, and will deteriorate, adhere-to and stain documents. Pins, staples, and paperclips rust and so should not be used.

### **Erasers, Correction Fluids**

Staedtler Mars white vinyl plastic erasers are considered safe and are available in most art supply stores. Most other erasers, including pencil erasers, contain chemicals, such as sulfur, which are harmful to photographs. **Do not use correction fluid.**

### **Plastics, Films**

Plastics, except archival plastics such as un-coated polyester (i.e., brand name, Mylar D), contain harmful chemicals. Only Mylar D by Dupont and Melinex 516 by ICI are archival polyester. All plastics trap excess moisture and fungus next to documents and adhere to photographic emulsions.

Negatives marked "nitrate film" rather than "safety film," or films that appear yellow,

---

<sup>3</sup> The WASO Collections Management staff uses Light Impressions—Black Film/Print Marking Pen: Item #2631, "These precision, fine tip markers are ideal for all plastics and film," quick-drying, not water soluble.

deteriorated, have a strong odor, or feel sticky, should be removed from the documentation. Nitrate film combusts spontaneously, burns furiously and emits fumes damaging to paper, film, photographs and people. All nitrate negatives should be replaced with safety film.

### **Food, Light**

Do not eat or drink near documentation.

Light is very damaging to documentation, causing fading and discoloration. Therefore, material should not be left where it will be exposed to sunlight or bright lamps that emit ultraviolet light.

For more information about archival materials and processes, see *Recording Historic Structures* (John A. Burns, editor, and HABS/HAER/HALS staff, Washington, D.C.: John Wiley & Sons, Inc., 2004). It is the official guide for developing architectural and engineering documentation to HABS/HAER/HALS standards. Copies may be ordered from the AIA Bookstore: 1-800-242-3837 or [www.aia.org](http://www.aia.org)

An additional source of specific information on producing archival photographs is "Specifications for the Production of HABS/HAER Photographs and Guidelines for Contract Photographers," which may be obtained from HABS/HAER/HALS Regional Coordinators, National Park Service, by contacting the HABS/HAER/HALS Division Secretary at 1201 Eye Street NW, 2270, Washington, D.C. 20005, (202) 354-2135, or on-line at [www.cr.nps.gov/habshaer/pubs/guide.htm](http://www.cr.nps.gov/habshaer/pubs/guide.htm)





## 6 ASSIGNING RECORD NAMES

Consistency and accuracy of Record Names on documentation is crucial. After deciding on the Record Name, it is advisable to complete a Data Entry Sheet. This establishes a framework for labeling and numbering all record components.

### **Historic Name as a Record Name**

It is preferable to use the historic name of the site or structure as the Record Name. It may be either the original owner's name or a historic given name. Avoid using the name of the present owner or an administrative designation, since that name may change over time. For example

MOUNT VERNON

### **Address as a Record Name**

Use the street address if the historic name is unknown. Specify in parenthesis whether the structure is a residential, apartment or commercial building. For example:

601 ELM STREET (House)  
241 CEDAR STREET (Apartments)  
504 MAIN STREET (Commercial Building)

Note: Addresses, whether used as the Record Name or only to designate the location of a structure or site, must be precise and consistent throughout the documentation.

If there is no specific number, but only a block, enter the street name first -- e.g. Main Street, 500 Block (Commercial Building). If there is a rural address only (e.g. route number), simply enter building type under name -- e.g. House, Barn, etc.

### **Titles in a Record Name**

Titles (i.e., Dr., Mrs., etc.) should be avoided in a Record Name. Also, try to avoid multiple names. Where necessary or appropriate, separate names with a hyphen (-). For example:

SMITH-TYLER HOUSE

### **Common Name as Alternate Name**

When a common or current name helps the user identify the structure or site, include it as an Alternate Name in parentheses below the Record Name. For example:

421 ELM STREET (House)  
(McCabe House)

### **Record Names for Complexes**

When a structure is part of a complex, the complex name must precede the individual building name or number (separated by a comma). This alerts the researcher to the fact that there are associated structures in the complex. For example:

## MT. MCKINLEY HEADQUARTERS, ADMINISTRATION BUILDING

Structures in a complex that are identified only by a building number should include the building number in the record name. For example:

## MT. MCKINLEY HEADQUARTERS, BUILDING NO. 6

If both a building name and a building number are known, the building number becomes an alternate name and follows the complex name on the second line. Alternate names are listed in parentheses. For example:

## MT. MCKINLEY HEADQUARTERS, ADMINISTRATION BUILDING (Mt. McKinley Headquarters, Building No. 6)

If a building is part of a complex and it has a building name, a building number, and is associated with a particular activity or larger function within the complex, the building number becomes the tertiary name. For example:

## U.S. NAVAL BASE, PEARL HARBOR, FLEET ACCOUNTING & DISPERSING CENTER (U.S. Naval Base, Pearl Harbor, Pacific Detachment) (U.S. Naval Base, Pearl Harbor, Building No. 499)

Because there may be another Building Number 499 within the complex, the Alternate Name position is used to identify the particular activity or function the structure is associated with in the complex.

Note that the building number is always the last Alternate Name.

### **Name Changes of a Complex Over Time**

Complexes are dynamic. Structures may be added and functions may change over time. This may bring about several name changes of the complex and/or individual structures within the complex.

Overall complex: The historic name always prevails as the Record Name for the overall complex. Any succeeding names for the overall complex are listed as *Alternate Names* on the DES.

Note that in the example below, Fort David A. Russell is the historic name and is retained as the Record Name even though the new complex names and functions evolved with time.

## FORT DAVID A. RUSSELL (Fort Francis E. Warren) (Francis E. Warren Air Force Base)

**Naming Individual Structures within a Complex**

The Record Name for an individual structure within a complex consists of two parts: 1) the historic name of the overall complex, and, 2) the historic name of the individual structure. Any succeeding names of the structure are listed as Alternate Name(s). The historic name of the complex always precedes the individual structure name or alternate name. For example:

FORT DAVID A. RUSSELL, ARTILLERY GUN SHED  
(Fort David A. Russell, Rod & Gun Club)  
(Fort David A. Russell, Building No. 342)

Note that all of the Alternate Names use the historic name.

**Record Names for Historic Districts**

Individual structures within an historic district retain their structure name or address as the Record Name, with the historic district name listed as a "district/unifying name." The historic district name should only appear in the Record Name if it is being treated as a "complex." See Section 17--Historic Districts or Unified Districts—for specific information.

**Changes in Record Names**

A change in the Record Name occurs when research reveals that the initial Record Name assigned to a structure or site was not the historic name. When this happens, usually as part of an addendum, the format for the header information places the “new” historic name and location information above the words "Addendum to" which is followed by the previous Record Name and location information. Include a reference statement on the Index to Photographs and/or the Written History (Data Page) explaining that the Record Name for this particular structure or site reflects the historic name and not the name by which the structure (site or complex) was known when first recorded. See Section 19—Addenda—Previously Transmitted Records with Incorrect Names—for specific format information.

**Record Names for Moved Structures**

The Record Name remains the same for a moved structure.



## 7 ASSIGNING HABS, HAER OR HALS SURVEY NUMBERS

### Requesting & Assigning Survey Numbers

Survey numbers should be requested and assigned before documentation begins. When requesting a number, all available information for the project should be reviewed and the HABS/HAER/HALS database searched to ensure that the record name and location are listed correctly and to determine if the new documentation is part of a previously recorded complex, a historic district, or is an addendum. Presently the HABS/HAER/HALS database can be found at the Library of Congress' World Wide Web site, *Built in America*, at the following URL:

<http://memory.loc.gov/ammem/hhhtml/hhhhome.html>

Collections Management staff assign survey numbers. Regional Coordinators may request survey numbers from the Washington Office via:

- E-mail: [jennifer\\_l\\_hall@nps.gov](mailto:jennifer_l_hall@nps.gov)
- Fax: (202) 371-6473
- Mail: Collections Management, National Park Service, HABS/HAER/HALS Division, 1201 Eye Street, NW, 7<sup>th</sup> Floor, Washington, D.C. 20005

Contractors working for regional offices should contact Regional Coordinators to obtain survey numbers.

The following information about the site/structure must be provided when requesting a number:

- Site/Structure name
- City/Vicinity
- County
- State

Note that the city/vicinity must be located within the county given.

Once this information is provided and a survey number is assigned, a PDF version of the Data Entry Sheet (DES) will be e-mailed to the requesting Regional Coordinator. See Sections 8 for information of filling out the DES.

Label all documentation, including field notes, with the assigned HABS, HAER or HALS number. A complete survey number consists of HABS, HAER or HALS program designation, the two-letter state abbreviation, the structure or site number, and the letter extension in the case of complexes. It is crucial that the designation of HABS, HAER or HALS be specified. For example, HAER No. TN-1033 is distinct from HABS No. TN-1033.

### Assigning Survey Numbers to Complexes

Complexes are groups of structures identified by the same basic address and are related historically or geographically. The over-all documentation for the complex receives a regular HABS, HAER or HALS Survey number; each structure within the complex receives a designation of A- Z, AA-AZ, BA-BZ, etc. added to the end of the complex's survey number.

For example:

Ellsworth Air Force Base	HABS No. SD-21
Ellsworth Air Force Base, Warehouse	HABS No. SD-21-U
Ellsworth Air Force Base, Recreation Building	HABS No. SD-21-AD

For general guidelines for preparing complex documentation see Section 16.

### **Assigning Survey Numbers to Historic Districts**

Historic districts are comprised of structures with separate addresses but united by a historic district designation or some other historic, geographic, or administrative link. This link can be at the local, state or federal level. The over-all district receives a Survey number; individual structures within a historic district receive their own Survey numbers, not extensions. They are linked through the District/Unifier field on the DES and in the database.

For general guidelines for naming, organizing, and preparing historic district documentation see Section 17.

### **Assigning Survey Numbers to Addenda Documentation**

If documentation on a particular site or structure already exists within the HABS/HAER/HALS collection, the new documentation is considered an addendum. The new documentation retains the same survey number as the existing record. For general guidelines for naming, organizing, and preparing addenda documentation see Section 19.

## **8 DATA ENTRY SHEETS**

*This section is in the process of being updated due to a change in the format of the Data Entry Sheet.*

\*After a survey number is assigned, a PDF version of the Data Entry Sheet will be sent to the requesting regional coordinator.

## **General Information**

A Data Entry Sheet (DES) must accompany each record, including individual structures within complexes. Completing the DES in an accurate and thorough manner is crucial for several reasons: the DES is the primary source of information for the CM database, the statistics from the DES, (i.e. number of drawings, photographs, written histories) are recorded and used to analyze the growth of the Collection, reproduction and supply costs, and to provide the basis for developing reference services at the Library of Congress.

## **Data Entry Sheet Instructions**

A space left blank anywhere on a completed DES indicates that the information is unavailable or does not exist. DES fields indicating numbers of drawings, photographs, data pages and caption pages, must contain a numerical digit. If there is no documentation for a field in this section, place a zero in the blank.

## **Data Entry Sheet Field Definitions**

**CCN (Computer Control Number):** completely unique number assigned by Collections Management staff, Washington Office, the CCN is a two letter state code, no hyphen, followed by a four-digit number. While HABS, HAER, and HALS each have a structure/site with the survey number AK-1, there is only one CCN AK0004 (HABS No. AK-1, Saint Michael's Cathedral).

**HABS/HAER/HALS Survey Number:** three-part (plus extensions as needed) "number" assigned by the Washington Office used to identify structures within the collections. The Survey Number includes the following items:

- **Program:** program that the documentation falls under: HABS, HAER, or HALS
- **State:** two-letter state abbreviation for the location of the site/structure
- **Number:** number assigned by Collections Management staff, Washington Office to the site, structure, or complex
- **Extension:** letter (A, B, C, etc.) that follows a complex's Survey Number when the structure is part of the complex

See Section 8—Assigning HABS, HAER, or HALS Numbers

**LC Shelflist:** assigned by the Library of Congress

**Office:** four-letter code for the regional office that handled the documentation before being sent to the Washington Office

**Agent:** name of the regional office staff who requested the Survey Number

**Date:** date (mm/dd/yyyy) the Survey Number was assigned

**Name:** exact structure or site name as recorded in the documentation

See Section 6—Assigning Record Names

**Other:** any alternate names for the structure or site as recorded in the documentation



**NR Number:** National Register number if the site/structure is listed on the National Register of Historic Places

**Park:** four-letter park code if the site/structure is designated as part of the National Park System

**District/Unifier:**

- **District:** name of the district in which a structure or site is located. If the district name is used as the Record Name, it should not be repeated as a District name.
- **Unifier:** name or title used to link structures relating to each other. A group of structures or sites located along or associated with a specific highway might use the highway or roadway system name as a Unifying Name. This field can also be used to link together records of a particular study or project (including the year of the study or project within parenthesis).

**Address:** street address of the site or structure

- Do not abbreviate locations: use street, not st.; boulevard, not blvd.; etc.
- Always spell out numbered street names where possible, e.g. – 502 Thirty-sixth Street.
- Spell out "Saint" so that it is not confused with the abbreviation for street.
- For urban addresses, enter the number and street on which the structure is located. If the property is excessively large, indicate the streets bounding the property.
- When using a historic district as an address, it need not be defined by precise boundaries. Rather, the address field should be completed in as simple and descriptive a manner as possible.
- For rural addresses, do not include mileage, UTM coordinates or USGS quads. Use only appropriate road, route, river, or other significant natural landmark. Do not use "corner of."
- For bridges, use "Spanning \_\_\_\_\_ (River, Street, Canyon, etc.) at/on \_\_\_\_\_ (Street, Highway, Railroad, etc.)" for address.
- If a structure has been moved, enter the address where it was recorded followed by a parenthetical note stating either "moved to" or "moved from", the town/vicinity name and appropriate two-letter state abbreviation. The location where the structure was recorded is considered the "official" location; the other location should be indicated in the space provided after the official location.

**City/Vic & County:** all sites/structures must include a city/vicinity and county

- **City:** the city or town of the site/structure spelled out completely. The city/town must be located within the county listed here. The name of an island on which a structure is located is not acceptable in the City/Vicinity field. If there are no cities or towns on the island, the nearest one on the mainland must be used as the vicinity. The island name should appear in the Address field.
- **Vicinity:** if the site/structure is not located within the boundaries of a city or town, the nearest (not largest or best known) city/town needs to be used followed by "vicinity." Do not abbreviate or capitalize "vicinity."
- **County:** the county name for the location of the site/structure.

- If a site or structure extends into two or more counties, also enter the county name of the alternate, i.e. "unofficial", counties here. On occasion, this "unofficial" location will actually be where the structure is physically located.
- If a site or structure extends into two or more cities/vicinities, enter the second or "unofficial" city, town, or vicinity of the site/structure spelled out completely. Do not abbreviate or capitalize "vicinity." On occasion, this "unofficial" location will actually be where the structure is physically located.

**UTM Coordinates:** See *Recording Historic Structures & Sites*, Appendix 5, for information on computing UTM Grid Coordinate Numbers. For large or discontinuous sites, list the complete set of UTM coordinates.

**Related Name(s):** names of persons involved in the creation and/or alteration of the site/structure. This includes owners, architects, builders, and construction contractors. Also include the names of famous persons associated with the site.

**Related Date(s):** dates associated with the creation and/or alteration of the site/structure. The following are options for these dates:

- **I**—initial date of construction
- **S**—date of any subsequent construction/alteration
- **D**—date of demolition, if applicable
- **ca**—circa, if an exact date is unknown this may be used to indicate an approximate date
- **before**—if an exact date is unknown this may be used to indicate that the date is known to be “before” or prior to the date used
- **after**—if an exact date is unknown this may be used to indicate that the date is known to be “after” the date used

**Creator Name(s) & Dates:** names of persons involved in the creation of the documentation and the dates (beginning and ending) of their involvement. Their roles in the documentation should also be indicated:

- *Contractor*—company hired to do the documentation
- *Delineator*—person(s) responsible for the measured/interpretive drawings
- *District officer*
- *Engineer*
- *Faculty sponsor*—used for student submittals through the prize competitions or donations
- *Field team*—person(s) who surveyed and/or measured the site/structure, but did not actually create the drawings
- *Historian*
- *Photographer*
- *Project manager*
- *Sponsor*—person or organization that gave money or supplies or in some way provided support for the project
- *Transmitter*—name of person transmitting the documentation

**Classifications:** type, function, or use of sites/structures, i.e. houses, pedestrian bridges, administration buildings, brick buildings

**Elements**<sup>4</sup>: significant details shown within the graphic documentation (photographs and drawings), i.e. double-hung windows, plate glass, radiant heating, stone foundations

**Culture:** context and themes linked to sites/structures, i.e. transportation, Presidents, war (Civil War)

**Genre:** types or forms of documentation, i.e. floor plans, elevations, streetscapes

**HABS/HAER/HALS Notes:** extra information regarding the documentation or the site/structure provided by the Collections Management Staff or Library of Congress Prints & Photographs Staff

**Accession & Transmittal Information:**

- **Acc:** Accession Date, date documentation was received/accessioned in Washington Office
- **Trans:** Transmittal Date, date documentation was transmitted to the Library of Congress
- **Drwg:** Drawings, total number of drawings in the record
- **BW:** Black & White Photographs, total number of black & white photographs in the record
- **PGI:** Photogrammetric Images
- **CT:** Color Transparencies, total number of original color transparencies (do not count both duplicates) in the record
- **Written:** number of written historical and descriptive data pages on the site or structure. Do not count the Cover Sheet or Index to Photographs pages as written historical or descriptive data pages.
- **Cap:** Caption Pages, total number of Index to Photographs pages (photograph caption pages) in the record
- **FN:** Field Notes, number of field note folders in the record
- **FN No.:** Field Notes Number, reference number assigned by the Library of Congress
- **M, P, PG, CT, W:** indicate whether drawings/sketches (M), photographs (P), photogrammetric images (PGI), color transparencies (CT), and/or written materials (W) are included in field records (FR)
- **Totals:** numbers entered here reflect totals of the quantity of documentation currently being prepared and any documentation previously transmitted
- If the documentation being transferred to the Washington Office is an addendum to an already existing record, indicate the numbers of addendum documents in the appropriate columns and the total number of documents (including previously transmitted materials) in the Totals field. See Section 19 for instructions for preparing addenda records.

---

<sup>4</sup> This section will be completed by the Washington Office.



## 9 COVER SHEETS

### General Information

A cover sheet (an archival mount card without slits) must be included with each record. Use a typewriter or other impact printer (or preprinted card if available). Laser printing on the cover card is not acceptable since it is not archival.

1. In the upper left corner, identify the building by name and location. The name and location information should follow the order and format below:

NAME (all caps)  
(Alternate Name(s) in parentheses-if applicable)  
National Park Name (if applicable)  
District/Unifier Name (if applicable)  
Address  
City/Vicinity  
County  
State

For example:

KALAUPAPA SOCIAL HALL  
(Paschoal Community Hall)  
Kalaupapa National Historical Park  
Kalaupapa Leprosy Settlement  
Moloka'i Island  
Kalaupapa  
Kakawao County  
Hawaii

2. Place the HABS, HAER or HALS number for the structure in the upper right hand corner.
3. In the center of the cover sheet, identify only the documentation being transmitted using the following terms, in the following order:

Black & White Photographs  
Paper Copies of Color Transparencies  
Written Historical & Descriptive Data  
Reduced Copies of Measured & Interpretive Drawings

4. The address of the transmitting office should be centered at the bottom of the page.



## 10 BLACK & WHITE PHOTOGRAPHS & NEGATIVES

Each photograph sent to the Library of Congress requires a safety film negative and contact print on fiber-based paper, processed to Library of Congress' and HABS/HAER/HALS's archival standards. Resin-coated (RC) paper is not acceptable. Black and white negatives and papers should be stringently processed and thoroughly washed to the manufacturer's specifications to ensure adequate fixation<sup>5</sup>.

For more information see *"Specifications for the Production of HABS/HAER/HALS Photographs and Guidelines for Contract Photographers"*.

The standard formats for HABS/HAER/HALS negatives and accompanying contact print photographs are 5"x7", 4"x5" or 8"x10", however 5" x 7" is preferable as it is better suited for architectural photography. Occasionally, negatives do not meet the HABS/HAER/HALS large format photograph requirement. Nonstandard negatives and photographs, i.e. 35mm, are considered "informal" documentation and may be included with the field records.

### Organizing Photographs

When organizing photographs, each site or structure should be arranged logically, generally conforming to the following order:

- general/overall views
- exterior views
- exterior details
- interior views
- interior details
- photographic copies of historic views (exteriors)<sup>6</sup>
- photographic copies of historic views (interiors)
- photographic copies of existing drawings

This is a guide—any logical sequence is acceptable. For engineering or industrial sites, the photographs should be organized in a logical sequence, grouping related views or following the industrial processes being represented. Consequently, these need not adhere to a pattern where all exterior views are separated from interior views. Note that photographs of a complex are separated by structure and each record containing photographs has an individual Index to Photographs.

Each photograph or color transparency receives a sequential number starting with the number one, unless it is an addendum (see Section 19 Addenda). This number identifies each particular view.

---

<sup>5</sup>The American National Standards Institute (ANSI) PH4.8-1985 standard (photographs <chemicals>, residual thiosulfate and other chemicals in films, plates and papers-determination and measurement) provides general guidance on processing.

<sup>6</sup>For inclusion of photographic copies of historic views and existing drawings, see Copyright Material Section 2.

For example: HAER No. AL-52-2 identifies the second photograph in the series of views of structure AL-52.

### **Preparing Index to Photographs**

The Index to Photographs page (also called the Photo Caption Page) is a list of captions describing each image. It contains:

- Name of the program (centered)
- Index to Photographs (centered)
- Header Data (flush left)
- HABS/HAER/HALS number (flush right)
- Photographer's name and the dates of photographs (flush left)
- Survey number in capital letters with the sequential number for each view (flush left)
- Captions. Be specific when identifying a photograph and writing captions. Provide compass directions, locations on or in the structure, and note significant items. Use all capital letters (indented from view number). Compass directions should not be abbreviated, but written out.

Note that each building or structure in a complex receives its own Index to Photographs. When photographic prints are a different size than the negative, indicate this on the Index to Photographs with the following phrase:

“The following \_\_\_x\_\_\_ photographic prints are enlargements from \_\_\_x\_\_\_ negatives.”

### **Labeling Black & White Photographs & Negatives**

For identification purposes, label each black and white photograph on the back with the HABS, HAER or HALS number and the sequential number of the particular view in the upper right hand corner, such as HAER No. PA-149-1, HAER No. PA-149-2, etc. The upper right hand corner will vary depending on whether the photograph is read vertically or horizontally. Use a soft #1 pencil and write with light pressure. Place the photograph on a hard surface while writing so that the emulsion does not crack or become embossed from the back. Stamp the back of each photograph using archival ink with the following information:

HABS/HAER/HALS Collection, Library of Congress, Prints and Photographs Division.

Label each negative with the HABS, HAER or HALS number and the sequential number of the particular view. Use a Rapidograph pen with acetate ink (formulated for use on plastic film) and print the number in the blank margin along the edges of the film, preferably on the side that will be at the negative sleeve opening. For negatives with no blank margin, write in the black margin. Black ink on a black border is acceptable to the Library of Congress, as the printing can be read when tilted towards the light.

Print on the base (shiny) side of the negative and not on the emulsion (dull) side so that the negative number reads correctly when the negative is printed. If the ink does not take to the negative base, carefully erase a portion of the border with a Staedtler Mars plastic white vinyl



eraser (see Section 5—Archival Guidelines). This usually provides a surface that will take the ink. Erase only in the border, not in the area of the image.

Label the negative sleeve with the HABS, HAER or HALS number for the structure and the sequential number of the particular view (i.e. HAER No. PA-149-1). Either type or write with a #1 or #2 pencil the number of the negative on the envelope. Do not laser print negative sleeves. Write the number in the upper right corner of the 5"x7" negative sleeve. If the negative is 8"x10", turn the negative sleeve so that the opening is on the right and label the upper right-hand corner.

The negative should be placed in a labeled archival sleeve positioned so that the emulsion side of the negative is facing away from the adhesive seam (the number will be backwards from the one on the sleeve).

### **Historic Views & Photographic Copies**

Photographic copies of historic photographs or drawings can be included along with the black and white photographs, if the image is rare and free from copyright or other restrictions. Please see Copyright Material, Sections 2 & 3. Each contact print should be accompanied by a negative. In the Index to Photographs, give full credit to the source.

Steps for identifying a photographic copy of a historic view or illustration:

- 1) State in caption that the item is a photographic copy
- 2) Include what the original item is, such as a photograph, negative, engraving, drawing, etc.
- 3) Identify the source of the original item, including the city and state of the collection or individual
- 4) Identify the original photographer, delineator, etc., and the date of the original item (not the person who made the photographic copy or the day it was made). If this information is unknown, write "photographer unknown" or "date unknown," as appropriate
- 5) Caption a photographic copy in the same manner as the original HABS, HAER or HALS photograph, such as NORTH FRONT IN 1896.

Example:

VA-123-1      Photographic copy of engraving (from Bath County Historical Society, Bacova  
Virginia), J. Owen, Printer, circa 1884  
EAST SIDE SHOWING ORIGINAL DOORWAY

When the historic view is readily accessible from an archival repository or library, please do not include a photographic copy as "formal" documentation, simply reference it in the Sources of Information. If a photographic copy is to be included or referenced in documentation, providing adequate information is essential so that researchers may find the original.

### **Aerial Photographs**

Aerial photographs must be made by helicopter or other suitable aircraft. Recommended flying altitude ranges from a low of 150 feet to a maximum of 500 feet. We suggest the photographer require the door be removed from the aircraft and position himself with appropriate restraints at

the opening. Minimum format for aerial photographs is 4" x 5". Standard aerial film is acceptable. Views should be black and white. A yellow or orange (G) filter should be used to reduce haze effect.

### **Photo-Mount Cards**

Black and white photographs are mounted on heavy 8½"x11" archival stock paper with pre-punched holes that will be placed in three ring binders at the Library of Congress. These mount cards have slits in which to insert 4"x5" or 5"x7" photographs. Horizontal photographs are mounted with the top to the left so that the image faces out to the right. Two lines of information are typed or preprinted in the upper right hand corner of the mount card. The third line is left blank and the fourth line is the HABS, HAER or HALS caption number. For example:

HISTORIC AMERICAN BUILDINGS SURVEY  
SEE INDEX TO PHOTOGRAPHS FOR CAPTION

HABS No. AR-6-1

If a photograph is 8"x10", include the instruction "(see verso)" below the view number and place the photograph on the reverse side of the mount card in sleeve. The photograph and mount card are placed in a Mylar D sleeve, which have holes punched for binders. Mylar D (such as Top Loaders<sup>®</sup>, a brand) is preferred since generic polypropylene binder pages are not always archival.

For documentation with a large number of photographs, the HABS, HAER or HALS number can be handwritten with a #1 or #2 pencil, typed or printed by an impact or dot matrix printer. Do not use a laser or ink jet printer for negative sleeves, photo-mount cards, or cover sheets.

## 11 COLOR TRANSPARENCIES (CT)

Color Transparencies should duplicate, in color, images documented in the black and white, large-format photographs. There should not be color transparencies when there are no black and white photographs.

The standard format for HABS/HAER/HALS original and duplicate CTs is 5"x7", but large-format 4"x5" CTs are also acceptable. Nonstandard color negatives and photographs, i.e. 35mm color film (such as field photographs), color slides, and 2¼"x2¼" color transparencies are considered "informal" documentation and may be included with the field records. Please Note: Although 8"x10" CTs are used in rare instances for architectural and engineering photography, they are not accepted by the Library of Congress as "formal" documentation. See Section 14 Field Records, for information on "informal" documentation.

A duplicate color transparency must be made for each original CT. Color copies are then made from the duplicate CTs on regular 8½"x11" bond paper. Regular bond paper has been tested and proven to be an archival medium for color copies (as opposed to all other photocopied documentation which should be on archival bond paper). Along with the original and duplicate color transparencies, submit two paper copies on bond paper (one for the Washington Office copy and one for the Library of Congress).

### Quality & Stability of Color Transparencies

Natural aging affects the quality of color, emulsion density and image clarity of CTs. Older CTs should be carefully evaluated. When the color quality and stability of a CT is in question, look for the following characteristics:

ACCEPTABLE	NOT ACCEPTABLE
CTs with even color distribution & saturation  Realistic or naturalistic color	Fading or yellow cast to image. If an image is visibly faded or yellow, it is in advance stages of deterioration  Pink or magenta sky, indicates that the yellow dye layer is deteriorating & color is shifting
High emulsion density (darker image); the image will hold its color over a longer period of time	Loss of contrast & highlights
Evenness of fading	Spots or uneven fading (usually occurs close to edges)
Sharp contrast & detail	Visible damage to CT: glue, scratches, etc.

### **Organizing & Numbering Color Transparencies**

When organizing CTs each site or structure must be arranged in the same logical order as black and white photographs. When organizing documentation that contains both black and white photographs and color transparencies, a separate listing of captions on the Index to Photographs page is necessary to differentiate between the two. Therefore, black and white negatives and photographs must be organized separately from CTs and their corresponding color paper copies. The black and white photographs and negatives are numbered first, followed by the CTs,

Each view receives a sequential number continuing where the black and white photographs end. When labeling color transparencies and the corresponding paper copies of color transparencies, the view number is followed by the suffix (CT). This number identifies each particular view, and (CT) alerts researchers that the paper color copies found in the notebook were made from CTs.

### **Preparing an Index to Photographs Page for Color**

The Index to Photographs page for color paper copies is formatted and meets all requirements and special considerations previously described in Section 10—Preparing an Index to Photographs. It must be noted before the captions are listed that all color paper copies were made from a duplicate color transparency, as well as the name of the photographer and the date the CTs were taken. Include (CT) after the view number.

The Index to Color Transparencies is not a separate page of documentation, but instead follows on the same page as the Index to Photographs for black and white images. Two subheadings on the Index to Photographs are necessary to differentiate between the two types of images: *Index to Black & White Photographs* and *Index to Color Transparencies*. The first sub-header, *Index to Black & White Photographs*, the name of the photographer, and the date the photographs were taken precede the captions for black and white photographs. The second sub-header, *Index to Color Transparencies*, immediately follows the black and white photograph captions.

### **Labeling Original & Duplicate Color Transparencies**

The original CT can be either 4"x5" or 5"x7". Each CT must be labeled with the HABS, HAER or HALS number for the structure and the sequential view number, followed by the suffix (CT), which alerts researchers that the original image is a CT, (i.e., HABS No. TN-125-4 (CT)). Use a Rapidograph pen with acetate ink (formulated for use on plastic film) and print the number in the black margin along the edges of the film, preferably on the side that will be at the negative sleeve opening. Black ink on a black border is acceptable to the Library of Congress, as the printing can be read when tilted towards the light. Print on the base (shiny) side of the CT and not on the emulsion (dull) side. If the ink does not take to the negative base, carefully erase a portion of the border with a Staedtler Mars plastic white vinyl eraser (see Section 5—Archival Guidelines). This usually provides a surface that will take the ink. Erase only in the border, not in the area of the image. The CT is then placed in a 5"x7" Mylar D sleeve.

A duplicate CT is made from each original to be transmitted, and serves as the CT from which all paper copies are, or will be, made. The duplicate CT must be the same size as the original: either 4"x5" or 5"x7". Each duplicate CT must be labeled with the same number and in the same manner as the original CT.

### **Labeling Paper Copies of Color Transparencies**

For identification purposes, label color paper copies on the back with the HABS, HAER or HALS number, the sequential view number, and the suffix (CT) in the upper hand right corner. The upper right hand corner will vary depending on whether the color paper copy is read vertically or horizontally. Use a #1 or #2 pencil and write with light pressure. The back of each color paper copy should be rubber stamped using archival ink indicating that the image is a part of the HABS/HAER/HALS Collection, Property of the Library of Congress, Prints and Photographs Division.

### **Housing for Original & Duplicate Color Transparencies**

An archival paper negative sleeve, the same type used to house black and white negatives, is used to house the original CT, which is already in a seamless Mylar D sleeve. The two types of housing for the CT protect the original and prevent deterioration. Protection is of great concern since color images degenerate at a much faster rate than black-and-white negatives.

The paper negative sleeve for a CT is turned on its side so that the opening is on the right. The sleeve is then labeled (typed or by hand with a #1 or #2 pencil) with the HABS, HAER or HALS number, view number, and (CT) on the upper right corner of the sleeve and ORIGINAL COLOR TRANSPARENCY - NOT FOR REPRODUCTION, in the center. Pen ink and laser printing on the negative sleeve are not acceptable. Do not write on the negative sleeve after the color transparency has been inserted.

The CT - already in a Mylar D sleeve - is placed in the labeled archival sleeve and positioned so that the emulsion side of the CT is facing away from the adhesive seam (the number is backwards from that on the sleeve).

Housing, and labeling on the housing, for duplicate CTs is the same for the original with one exception. Duplicate CTs are labeled DUPLICATE COLOR TRANSPARENCY followed by the HABS, HAER or HALS number, view number, and (CT) on the upper right corner of the sleeve.

### **Photo-Mount Cards for Paper Copies**

The photo-mount card used for color paper copies are the same as used for black and white photographs. In the upper right corner indicate the HABS, HAER or HALS survey number and the sequential view number, followed by the suffix (CT).

The color paper image, made from the duplicate CT, should be one inch from the bottom of the 8½"x11" paper, and two inches from the right edge. These measurements apply for both 4"x5" and 5"x7" CTs. The color paper copy to be sent to the Library of Congress is trimmed two inches off the top, from 8½"x11" to 8½"x9", so that the image can be placed on top of a photo-mount card without covering the identifying information for easier reference at the Library of Congress. The color paper copy and photo-mount card are placed in a Mylar D sleeve. Mylar D (such as Top Loaders<sup>®</sup>, a brand) is preferred since generic polypropylene binder pages are not always archival.

The second color paper copy for the Washington Office copy does not need to be trimmed, but it does need to be labeled on the back with the HABS, HAER or HALS number, the sequential view number, and the suffix (CT).

Example -- Labeling Original Color Transparency Negative Sleeves

ORIGINAL COLOR TRANSPARENCY

NOT FOR REPRODUCTION

HABS No. VA-3456-1 (CT)

Example -- Labeling Duplicate Color Transparency Negative Sleeves

DUPLICATE COLOR TRANSPARENCY

HABS No. VA-3456-1 (CT)

## **12 WRITTEN HISTORICAL & DESCRIPTIVE DATA (DATA PAGES)**

### **General Information**

Written historical and descriptive data can be submitted in outline format, narrative format or short format. Submit only clear, readable one-sided page copies of the original documentation. See *HABS Historical Reports* and *Recording Historic Structures & Sites for the Historic American Engineering Record*, (Washington: DOI, NPS, c. 1994), Section 2.0 for written report formats.

Before transmitting data pages, verify facts that seem questionable or inconsistent, and check the report's descriptions against information contained on the drawings and/or photographs. Confirm that architectural and technological terms are used properly and that the report is written clearly and succinctly.

Any photocopied images (drawings or photographs) included in the data pages should be put at the end of the document as an appendix. They should not be imbedded in the text. It is imperative that the source of each image is cited in its caption. All copyright regulations apply to these images.

Send two copies of the written historical and descriptive data to the Washington Office: one on archival bond for the Library of Congress and one on regular bond for the Washington Office file.

### **Addenda to Written & Historical Data**

If a structure has been recorded previously by HABS, HAER or HALS, the front page for the new data page must state that the information is an addendum. If the data pages are being added to existing data pages, then there should be a notation of that fact, for example: "Addendum to 5 data pages previously transmitted to the Library of Congress in XXXX." The pages should then be numbered consecutively; i.e., starting with page 6. Subsequent pages need not indicate they are part of an addendum. The front page of an addendum is also numbered. See Section 19 for more information.

### **Addenda with Name or Address Change**

If a site's name or address has been changed, it should be noted by repeating the original name or address. The original name is retained as the alternate name, even if it is wrong. See Section 19 for more information.





## 13 MEASURED DRAWINGS

Please refer to the following manuals: *Recording Structures & Sites with HABS Measured Drawings*, *Recording Structures & Sites for the Historic American Engineering Record*, and *Historic American Engineering Record Field Instructions*.

### General Information

The transmitter is responsible for verifying that all information on the measured drawings agrees with the written data.

CAD drawings must use the official HABS/HAER/HALS title block, which is available from the Washington Office.

Check the title block to make sure that the name, location, and HABS, HAER or HALS number are the same as what appears on the Data Entry Sheet (DES). If the address is lengthy, it is not necessary to repeat it in the title block, especially if there is a good location map on the drawing. However, always include the county, and city or town in the title block. Addenda drawings must include the words "Addendum to" before the structure name in the title block.

E size drawings must be trimmed to 34"x44" measurement.

Check the drawings for accuracy and consistency with the information in the written data. Also, check for spelling and grammatical errors. Do not write or mark on the drawings; work with the architect who will make the changes and check the drawings again once the changes are made.

Individual drawings are numbered as sheets of a set, Sheet 1 of 6, Sheet 2 of 6, etc. The numbering of drawings begins anew with each individual structure. For instance, the site drawing for Wright-Patterson Air Force Base would be HAER No. OH-79, Sheet 1 of 1, and the drawings for Wright-Patterson Air Force Base, Hangar No. 1, would be HAER No. OH-79-A, Sheet 1 of 6, Sheet 2 of 6, etc. Addenda drawings are numbered the same way, beginning with Sheet 1 of X.

Transmitters will need to reproduce the following for each Mylar drawing:

- two reduced paper reproductions of each drawing on 8½"x11" archival bond (one set accompanies the transmittal to the Library of Congress, which is placed in a Mylar D sleeve; the other is retained in the Washington Office)
- copies as agreed upon with other parties, such as sponsor(s) of the project

The term, "Reduced Copies of Measured and Interpretive Drawings" is typed or impact printed on the cover sheet. This refers to the reduced paper reproductions on 8½"x11" archival bond.

## **14 FIELD RECORDS**

### **General Information**

Field records are materials that support and/or complement the formal survey documentation. However, because field records do not conform to one or more HABS/HAER/HALS standards, they are processed and transmitted as "informal" documentation adjunct to the collection. Although not all materials transmitted as field notes are archivally stable, it is preferable that these items be stable for as long as possible. Field records are maintained by the Library of Congress, Prints and Photographs Division in an off-site nonpublic storage area. Researchers are welcome to use these materials, but must request them from the reference librarian in advance of their visit. All items in field records must be marked with the complete HABS, HAER or HALS Number.

Field records are not meant to be a "catch-all" for every bit of information about a structure or site and should not include materials that do not warrant the expense associated with copying, cataloging, and storing the documentation. Transmitters need to review the material to ensure it supports or complements, but does not duplicate, the formal documentation. The following items should not be included in field records:

- drafts of the formal documentation
- copies of items cited in the bibliography of the data pages or on the Index to Photographs
- copies of National Register nominations

Regional offices are responsible for labeling and organizing the field records for all mitigation documentation before sending the materials to the Washington Office. Washington Office transmittal staff are responsible for labeling and organizing the field records for all Washington Office projects and preparing field record containers with labels for all field records transmitted to the Library of Congress.

### **Field Record Contents**

- Measurements taken by the architects directly from the structure and recorded on graph paper
- Contact sheets, negatives, and prints, i.e., 35mm photographs taken to aid the architects in their drafting. Each negative must have a print or contact sheet, but each print or contact sheet need not have a negative.
- Historic or modern photographs gathered from other sources which are restricted, i.e., not in the public domain, do not require a negative. The photographs should be clearly labeled with "Not for Reproduction", the HABS, HAER or HALS number, and source.
- Papers that are difficult to obtain from conventional sources, such as specifications, manuscript material, or secondary source reports and papers (photocopied or printed on a limited basis)
- Oversize material, such as architectural drawings, maps, site plans that are not easily accessible

## Organizing & Marking Field Record Material

Please follow these instructions when organizing and marking documentation:

- Include the complete HABS, HAER or HALS Number and, for complexes, the appropriate subdivision i.e., HABS PA-142-A on each piece of documentation. If papers are securely fastened or bound, label only the cover to which they are attached.
- Fold field measurement documentation to fit in an 8 1/2" x 11" folder. All other oversize materials must be folded to fit into a 9 1/2" x 11 3/4" field record holder. Paper clips and non-archival staples and rubber bands should not be used.
- Documentation relating to different structures must be clearly distinguished and placed into separate HABS, HAER or HALS field notebook folders, one folder for each structure or site. Field records are then placed in an expandable field record container (accordion style envelope with flap and cloth tie), 9-1/2" x 11-3/4".
- All photographs, including 8"x10"s, must be labeled on the back with the survey number and placed in archival paper negative sleeves with survey number identified on the sleeve. More than one photograph can be placed in a negative sleeve. Restricted photographs must also be clearly labeled with "Not for reproduction." 35mm negatives for field photographs are placed in 2 1/2" x 10 1/4" archival sleeves labeled with the survey number, one strip per sleeve. Each negative must have a print or contact sheet, but each print or contact sheet need not have a negative. Label prints and contact sheets on the back with the HABS/HAER/HALS survey number and place in a negative sleeve. Color slides should be labeled (survey number and caption number) with pencil and placed in labeled 2 1/2" x 10 1/4" archival paper negative sleeves; about four slides fit in one sleeve. Field photographs and slides must be accompanied by an Index to Photographs sheet or a Field Photo Identification Sheet. Please do not include Polaroid photographs
- All items in field records associated with addendum sets of drawings must be marked "Addendum." For example: HAER PA-123 Addendum (see Section 19)
- All field record containers must bear an archival label in the upper left corner on the back of the field record holder. The Washington Office will create these labels.

### Example – Labeling Field Record Files

HABS            FN-     < *The Library of Congress assigns this number after transmittal* >  
FIELD RECORDS   HABS   PENNSYLVANIA  
HABS     No.   PA-123  
Container   1   of   1  
Pennsylvania   Berks County   Bernville vicinity  
GRUBER WAGON WORKS

**15 MASTER INDEX (MI) CARDS**—*no longer required*

## 16 COMPLEXES

### Organizing Complexes

Complexes are groups of structures related by location and identified with the same owner and name, or related historically.

Complexes are given related HABS/HAER/HALS survey numbers to ensure that all parts of a complex remain together on the shelves at the Library of Congress. Each overall complex receives a HABS, HAER or HALS number. Each structure within the complex receives a designation of A- Z, AA-AZ, BA-BZ, etc. The complex name and number acts as an implicit cross-reference. The name of the complex always precedes the individual structure name. For example:

Wright-Patterson Air Force Base	HAER No. OH-79
Wright-Patterson Air Force Base, Hangar No. 1	HAER No. OH-79-A
Wright-Patterson Air Force Base, Wind Tunnel	HAER No. OH-79-B

Documentation for the main record of a complex usually includes a historical and descriptive overview of the complex, an overall site plan, and photographs of general views (including aerial views). Written historical and descriptive data, drawings, and photos focusing on individual structures are then organized with the individual structure records. The overview report should refer to the individual structures and, the specific building reports refer back to the main record.



## **17 HISTORIC DISTRICTS OR UNIFIED GROUPS OF STRUCTURES**

### **General Information**

Districts are comprised of structures with separate addresses but united by a historic district designation or some other historic, geographic or administrative link. This link can be at the local, state, or federal level. Sites/structures within a district or unified group will be linked by a consistent unifying name but not by a main survey number (such as with complexes).

### **Historic Districts**

A historic district should be named after an official historic district. Avoid using the term "historic district" in the record name unless the term "historic district" is the primary term used to identify an area (and will facilitate locating the documentation). For example, Capitol Hill is preferable over Capitol Hill Historic District as the area does not need to be defined by the precise historic district's boundaries. For overall documentation for a historic district, the district name is the Record Name, and not used in the District/Unifier field.

### **Unified Groups of Structures**

A unified group of structures should be named after a neighborhood, project or other linking element. For example, this protocol is used for structures or sites that are recorded together as part of a specific recording project, such as the Covered Bridges National Recording Project.

### **Organizing a Historic District or Unified Groups of Structures**

The overall district/unified group receives its own HABS, HAER or HALS number. Unlike a complex in which individual structures receive a letter extension (AL-5-A), each structure located within the district or group receives its own distinct HABS, HAER or HALS number. The Record Names for the individual structures do not include the district/unifier name. The unifying name is not lost or unknown since it appears on the line above the address in the header information on the Cover Sheet, the first page of the Index to Photographs and the Written History (Data Page). It also appears on the DES, *Unifying Name* field. The data pages for the overall district/unified group should include a list of the names and HABS/HAER/HALS numbers for the structures located in the district.





## **18 SITES/STRUCTURES IN MULTIPLE LOCATIONS**

Occasionally, sites and/or structures exist in more than one city, county, or state. For example, a bridge may span a river with different cities, counties, and states on either side. One of the locations will need to be chosen as the primary location. The primary location is used in the header information for the various components of a documentation package. The secondary location should be included on the DES and in the location information on the first data page. If a detailed location map is included on any drawings and it indicates both locations, there is no need to write out an explanation in any drawing text. For the photo caption pages and the Master Index Card, only the primary location needs to be used.

If the site is a complex and the individual structures in different geographic locations, one “official” location needs to be chosen for the overall documentation set. The individual structures within the complex should be given their actual locations, the HABS/HAER/HALS survey number will tie the structures together. However, if individual structures are located in a different state from the overall site, they need to have the “official” location as their primary location and their actual location as a secondary location. The location state must match the state in the survey number.

If the site is an historic district, individual structures use their actual locations. The district/unifier name, rather than the survey number, will tie the structures together.



## **19 ADDENDA**

### **General Information**

Addenda are any newly transmitted documentation that relates to a previously transmitted HABS, HAER or HALS survey (having the exact same survey number). To verify if the documentation is an addendum, check the *Built in America* database (part of the Library of Congress' website) to see if documentation already exists for the site/structure that is being transmitted, or consult with Collections Management staff in the Washington Office.

Please be aware of the difference between an addendum to a record and an addition to a complex or other unified record group. Transmitting new documentation about a previously undocumented structure that is part of a previously recorded complex or historic district is an addition, not an addendum. Because the individual site/structure had not yet been surveyed it will receive its own unique survey number or letter extension that corresponds to the unified record group.

Example: A previously recorded complex has a survey number of AL-400 and the previously recorded individual structures within that complex have survey numbers of AL-400-A to AL-400-X. A new survey is completed on a structure that is part of the complex, but was not documented before. This record is an addition and would receive a new survey number of AL-400-Y. In other words, the record is not an addendum if there are no previously transmitted items under the specific letter component survey number.

### **Addenda—Cover Sheets**

Every addendum must include a Cover Sheet. The Cover Sheet for addendum documentation is identical any other Cover Sheets except that the words "Addendum to" are placed above the Record Name in the header data (flush left). An addendum Cover Sheet lists only the documentation being added.

### **Addenda—Photographs, Negatives, Photocopies & Color Transparencies**

Before organizing and labeling addenda black and white photographs and/or color transparencies, verify the number of previously transmitted black and white photographs and/or CTs by checking the HABS/HAER/HALS database, or consulting Collections Management, Washington Office.

The addenda black and white photographs and/or CTs can then be labeled and organized as previously described in Sections 10 and 11, with the first image receiving the next sequential view number after those black and white photographs and/or CTs previously transmitted to the Library of Congress.

Addenda color transparencies and their corresponding color paper copies are placed in the record after the addenda black and white negatives and photographs. Label each addenda color paper copy and color transparency as previously described in Section 11.

See the following example of addenda black and white photographs and addenda color paper copies for the same record numbered. Black and white photographs and/or CTs numbered 1-10 are at the Library of Congress. Therefore, the addenda images are numbered with the next sequential view number.

Black and White Photographs	Color Paper Copies
VA-3456-11	VA-3456-15 (CT)
VA-3456-12	VA-3456-16 (CT)
VA-3456-13	VA-3456-17 (CT)
VA-3456-14	VA-3456-18 (CT)

### **Addenda—Index to Photographs**

An addenda Index to Photographs page is formatted as previously described in Section 10 (or Section 11 if there are CTs) except that the first page must indicate that the new documentation is an addendum. This is done by placing the words "Addendum to" above the Record Name in the header data (flush left). Addenda pages are numbered consecutively from the last page number of the previously transmitted Index to Photographs.

### **Addenda—Index to Photographs (Previously Transmitted Index to Photograph Pages)**

When an addendum consists of Black and White Photographs and no CTs, the first page of the Index to Photographs (Caption Pages) must indicate that the new documentation is an addendum. This is done by placing the words "Addendum to" above the Record Name in the header data (flush left). Addendum pages are numbered consecutively from the last page number of the previously transmitted Index to Photographs. Precede the list of captions with a statement indicating photographs X through number X were previously transmitted to the Library of Congress in XXXX.

### **Addenda—Index to Photographs (Special Cases)**

If the Index to Photographs is an addendum to documentation which previously had photographs transmitted to the Library but did not include a list of captions, as was typical in the 1930s, the format is the same, but the page numbers start with 1.

If the Index to Photographs is an Addendum to a record which previously did not have any photographs transmitted to the Library, the format is the same as for an original set of documentation, with the exception that the words "Addendum to" must appear in the header information.

### **Addenda—Index to Photographs (Color Paper Copies Only)**

When an addendum to the Index to Photographs includes *only* color paper copies, the subheading *Index to Color Transparencies* precedes all CTs listed on the addenda page.

Please include the following notes before the caption list:

- a statement indicating that photographs and/or CTs X through X were previously transmitted in XXXX
- that all color Xeroxes were made from a *duplicate* color transparency

- the name of the photographer and the date the CTs were taken
- include (CT) after the view number

### **Addenda—Index to Photographs with Black & White Photographs & Color Paper Copies**

When an addendum contains both addenda black and white photographs and addenda CTs, two subheadings (*Index to Black & White Photographs* and *Index to Color Transparencies*) on the Index to Photographs page are necessary to differentiate between the two types of images. As a rule, the addenda color transparency captions are not listed on a separate page, but instead follow on the same page as the addenda Index to Photographs for black and white images.

Precede the list of captions under the first subheading, *Index to Black & White Photographs* with the following information:

- a statement indicating that photographs X through X and CTs X through X were previously transmitted in XXXX
- the name of the photographer and the date the photographs were taken

The second subheading, *Index to Color Transparencies*, follows the addenda black and white photograph captions. Include the following notes before the CT captions:

- all color Xeroxes were made from a *duplicate* color transparency
- the name of the photographer and the date the CTs were taken
- include (CT) after the view number

### **Addenda—Data Pages**

Only the first page of the new Data Pages states that the documentation is an addendum. This is done by placing the words "Addendum to" above the Record Name in the header data (flush right). Addendum pages are numbered consecutively from the last page number of the previously transmitted report. In addition, as a preface, a statement should be added indicating that X number of data pages were previously transmitted to the Library of Congress in XXXX (year). If no data pages were previously transmitted, the header data still includes the words "Addendum to" but no statement needs to be added.

### **Addenda—Measured Drawings**

If measured drawings are added as an addendum to a record that contains previously transmitted drawings, the addendum drawings *are not* numbered consecutively from the last sheet of the previously transmitted drawings (i.e. addendum drawings are numbered starting with "Sheet 1 of 6"). However, the words "Addendum to" must be written in front of the Record Name in the title block of each sheet of the addendum set.

If measured drawings are an addendum to a record which does not contain previously transmitted drawings, the numbering still follows the standard procedure for a set of drawings. The words "Addendum to" are not written on the title blocks.

### **Addenda—Field Records**

The word "Addendum" appears on each item/sheet in the field records after the HABS, HAER or HALS Survey Number. If field records are added to documentation along with other addenda

materials, and there were no field records transmitted for that structure/site previously, an updated Master Index Card (MI Card) must be prepared with the words “Field Records Available Upon Request” written in the main section of the index card. For general information about transmitting field records see Section 14.

#### **Addenda—Previously Transmitted Records with Incorrect Names**

Often names and locations are noted differently on old and new material (this happens most often with HABS records from the 1930s). When research reveals that a structure was previously recorded and transmitted under an incorrect Record Name, Alternate Name or location, the following guidelines apply:

- the incorrect name or location on the previous measured drawings, photo-mount cards, Index to Photographs and written histories are not changed
- a new data entry sheet is prepared with the correct name and location and a cross-reference in the Alternate Name (2) field to the old name and location
- the new documentation must be identified as an addendum

#### **Addenda—Change in Record Name or Location**

If addendum documentation is transmitted for a site or structure whose Record Name was corrected to reflect the historic name, then the Cover Sheet, Written Historical and Descriptive Data (Data Pages) and Index to Photographs are completed in a manner similar to any other addendum with a few exceptions.

1. The correct and complete historic name header information appears above the words "Addendum to", which is followed by the previous name header information.
2. The previous name is retained as an Alternate Name in the historical header information (even if it is incorrect).
3. Following the previous name header format, include a statement indicating that the new record name reflects the historic name of the structure. The following example demonstrates how the information appears in the documentation:

POPE-LEIGHEY HOUSE  
(Leighey House)  
9000 Richmond Hwy  
Falls Church vicinity  
Fairfax County  
Virginia

Addendum to  
LEIGHEY HOUSE  
9000 Richmond Hwy  
Falls Church vicinity  
Fairfax County  
Virginia

The new record name reflects the historic name of the structure.

If addendum documentation is transmitted for a site or structure whose street name or number changed or whose location changed, then the Cover Sheet, Written Historical & Descriptive Data (Data Pages) and Index to Photographs are completed in a manner similar to any other addendum with two exceptions:

1. The correct and complete new street name, number or location header information appears above the words "Addendum to", which is followed by the previous street name, number or location header information.
2. A parenthetical statement follows immediately after the address in the new location header information indicating the street name and number or town and state where the structure was previously recorded. If the structure was moved, use the phrase "moved from"; if the structure was administratively renumbered or street renamed, use the phrase "changed from." The following example demonstrates how the information appears in the documentation:

TERRITORIAL GOVERNOR'S MANSION  
Heritage Park (moved from Whippoorwill, AZ)  
Prescott  
Yavapai County  
Arizona

Addendum to  
TERRITORIAL GOVERNOR'S MANSION  
County Road 352 near Thumb Butte Road  
Whippoorwill  
Yavapai County  
Arizona





## **20 DIGITAL TRANSMITTALS (to be added)**

Links for Go DIGITAL!:

InsideNPS(<http://inside.nps.gov>)

Programs>Cultural Resources>National Center for Cultural  
Resources>HABS/HAER/HALS>The Collections>Go DIGITAL!

- Go DIGITAL! No. 1
- Go DIGITAL! No. 2
- Go DIGITAL! No. 3



## **21 FULFILLMENT OF AGREEMENTS**

### **Time Schedules**

It is best to transfer all documentation to the Washington Office within one year of the project's termination date. For Washington Office staff, the Memorandum of Agreement stipulates when the transfer will be completed.

Documentation of individual sites or structures should be sent to Washington as a complete package; all photographs, written reports, measured drawings and field records for a project should be submitted simultaneously.

### **Distributing Copies of Documentation to Appropriate Agencies & Sponsors**

The Washington Office will copy and distribute surveys completed by the Washington Office before transmitting the documentation to the Library of Congress. Copies include duplicate or reproducible copies of documentation specified in agreements and contractual obligations to the appropriate sponsor(s) or co-sponsor(s).

In the case of mitigation or surveys remitted to regional offices, it is the responsibility of the regional office to produce all necessary copies of documentation specified in agreements and contractual obligations to the appropriate sponsor(s) or co-sponsor(s). Reproductions for regional or local office files should be made before transmitting the documentation to the Washington Office. In addition, the regional office should provide a Xerox copy of all the materials (this includes cover sheets and photographs), except for measured drawings, for use as the office copy in Washington. The Washington Office will make the necessary reproducible copies of measured drawings for transmittal purposes.

## 22 GLOSSARY

**Actual Location:** The commonly accepted geographic location of a site or structure may or may not be the official location under which a site or structure is documented, catalogued and shelved

**Alternate Name:** A common or popular name by which a site or structure is known other than the historic name

**Alternate Name(1-4):** The database fields reserved for the secondary and tertiary name(s) of a site or structure

**Caption Page:** A general term for a page in the Index to Photographs; derived from the name of the database field which specifies the number of pages of photograph captions for a site or structure

**Color Transparency (CT):** A type of color photograph made directly as a positive image on film without first making a negative. Copies can be made in several ways: a direct duplicate (often used for publications); a direct print (e.g., a Cibachrome print); or an internegative and then a print (e.g., a Duraflex print).

**Computer Control Number:** The assigned HABS/HAER/HALS Computer Control Number (CCN) that identifies each HABS, HAER or HALS file in the database. The number appears only on the Data Entry Sheet and Master Index Card(s).

**Data Page:** A general term for a page in a historical report; derived from the name of the database field (DATA) which specifies the number of pages of written historical and descriptive data for a site or structure

**Duplicate CT:** A duplicate image is a second-generation copy of an original CT. Duplicates are identified by smooth edges with the notches from the original CT reproduced onto the duplicate. Regional offices are responsible for sending a duplicate CT with the original when transmitting documentation to the Washington Office.

**Electrostatic Copying:** Technical term for a copy made by heat transfer using a common office copy machine

**Historical Report:** Written historical and descriptive data that is part of official documentation. It can be in outline format, narrative format or short form.

**Index to Photographs:** A list of captions for photographs of a site or structure that is part of official documentation

**Internegative:** An internegative is the negative image of a color transparency, and is used to make color prints when an intermediate processing step is required, such as for a Duraflex print.

**Master Index Card:** An index card which lists a site or structure's Record Name and is catalogued according to that site or structure's official location

**Official Location:** The location designation for a site or structure under which it is formally documented by HABS/HAER/HALS and cataloged and shelved by the Library of Congress

**Original CT:** Original CTs are identified by notches in the upper right corner of the CT when held horizontal (top left when held vertical). If there are multiple images taken one after the other of the same view of a structure, these are the second originals, third original, etc.

**Record Name:** The historic name of a site or structure

**Tertiary Name:** A third alternate common or popular name by which a site or structure is known by other than the historic name and first alternate name. Also known as Alternate Name (2)

**Unifying Name:** The database field reserved for Historic District Name or recording project name

**Unofficial Location:** An alternative location designation for a site or structure other than the official location; used as a reference tool to direct researchers to the official location

**UTM:** Universal Transverse Mercator

## 23 ARCHIVAL SUPPLIES/SUPPLIERS

Archival supplies acceptable to the Library of Congress can be purchased from the following:<sup>7</sup>

Supplies	Vendor
Polypropylene binder pages (Top Loaders), paper enclosures & Print-File polyethylene binder pages, paper enclosures, card stock with slits for mount cards or without for cover sheets (passes PAT, lig-free Type 1); SAF-T-STOR slide pages rigid polypropylene)	Light Impressions Corporation P.O. Box 940 Rochester, New York 14603 800/828-6216
Pro-Lineolypolypropylene sleeves & binder pages; archival paper photo enclosures	Hollinger Corporation P.O. Box 8360 Fredericksburg, VA 22404 800/947-8814
Mylar D negative sleeves	Conservation Resources International, Inc. (CRI) 8000-H Forbes Place Springfield, VA 22151 703/321-7730
Paper & plastic enclosures (PRINT-FILE, polyethylene binder pages), negative pens	Universal Products, Inc. P.O. Box 101 South Canal Street Holyoke, MA 04041 413/532-9431
Archival stamp pad ink	Contact the HABS/HAER/HALS Washington Office

---

<sup>7</sup>Archival materials ordered for photograph storage should pass Photo Activity Test (PAT) ANSI IT9.2 1988 or latest revision. CRI, Light Impressions, Hollinger and University Products test all paper products for PAT.



## **24 HABS/HAER/HALS MITIGATION PROGRAM CONTACTS**

### **HABS/HAER/HALS, Washington Office**

**Mailing Address:** Department of the Interior, NPS, HABS/HAER/HALS Division, 1849 C Street, NW, 2270, Washington, DC 20240  
**Delivery Address:** HABS/HAER/HALS, 1201 Eye St., NW (2270), Washington, DC 20005  
**Fax Number:** (202) 371-6473  
**Contacts:** *Martin Perschler*, Collections Manager, (202) 354-2165  
*Kelly Young*, Collections Manager, (202) 354-2160  
*Jennifer Hall*, Collections Manager, (202) 354-2174

### **AKSO—Alaska Support Office**

**Mailing Address:** 240 W. 5<sup>th</sup> Avenue, Room 114, Anchorage, AK 99501  
**Fax Number:**  
**Contacts:** *Steve Peterson*, Senior Historical Architect, (907) 644-3475  
*Janet Clemens*, Historian, (907) 644-3461

### **IMRO—InterMountain Regional Office; AZ, CO, MT, NM, OK, TX, UT, WY**

Denver Office: CO, MT, UT, WY

**Mailing Address:** P.O. Box 25287, Denver, CO 80225-0287  
**Delivery Address:** 12795 W. Alameda Parkway, Denver, CO 80228-2838  
**Fax Number:** (303) 987-6675  
**Contacts:** *Greg Kendrick*, Acting Program Mgr., Heritage Partnerships Program, (303) 969-2894  
*Lysa Wegman-French*, Historian, (303) 969-2842  
*Tom Keohan*, Historical Architect, (303) 969-2897

Santa Fe Office: AZ, NM, OK, TX

**Mailing Address:** P.O. Box 728, Santa Fe, NM 87504-0728  
**Delivery Address:** 2968 Rodeo Park Drive West, Santa Fe, NM 87505  
**Fax Number:** (505) 988-6876  
**Contacts:** *Mary Padilla*, HABS/HAER/HALS Coordinator, (505) 988-6809

### **MARO—Philadelphia Support Office; CT, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, WV**

**Mailing Address:** U.S. Custom House, 3<sup>rd</sup> Floor, 200 Chestnut Street, Philadelphia, PA 19106  
**Fax Number:** (215) 597-6599  
**Contact:** *Catherine Turton*, Architectural Historian, (215) 597-1726



**MWRO—Midwest Regional Office; AR, IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, SD, WI**

**Mailing Address:** 601 Riverfront Drive, Omaha, NE 68102

**Fax Number:** (402) 661-1982

**Contacts:** **KS, MN, ND, NE, SD** *Dena Sanford*, Arch. Historian, (402) 661-1944  
**AR, IA, MO** *Rachel Franklin-Weekley*, Architectural Historian, (402) 661-1928  
**IL, IN** *Carol Ahlgren*, Architectural Historian, (402) 661-1912  
**OH, WI** *Brian McCutchen*, Architectural Historian, (402) 661-1940  
**MI** *Susan Vincent*, Community Planner, (402) 661-1948  
*Rebecca Kumar*, Historian, (402) 661-1932

**PWRO—Pacific West Regional Office; CA, HI, ID, NV, OR, WA, Pacific Islands**

Oakland Office: NV, CA, HI, Pacific Islands

**Mailing Address:** 1111 Jackson Street, Suite 700, Oakland, CA 94607

**Fax Number:** (510) 817-1484

**Contact:** *Elaine Jackson-Retondo*, Historian, (510) 817-1428

Seattle Office: ID, OR, WA

**Mailing Address:** 909 First Avenue, Seattle, WA 98104-1060

**Fax Number:** (206) 220-4159

**Contact:** *David Louter*, Historian, (206) 220-4137

**SERO—Southeast Regional Office; AL, GA, FL, KY, LA, MS, NC, PR, SC, TN, VI**



**Mailing Address:** 100 Alabama Street, NW, NPS/Atlanta Federal Center, Atlanta, GA 30303

**Fax Number:** (404) 562-3202

**Contacts:** *Deborah Calloway*, Program Assistant, (404) 562-3171 ext. 502

## EXAMPLES

### Copyright Release & Assignment Form

 IN REPLY REFER TO:	<b>United States Department of the Interior</b> <b>NATIONAL PARK SERVICE</b> Pacific West Region Pacific Great Basin Support Office 600 Harrison Street, Suite 600 San Francisco, California 94107-1372
<b>RELEASE AND ASSIGNMENT</b>	
<p>I, <u>John R. Fielder</u>, am the owner, or am authorized to act on behalf of the owner, of the materials described below including but not limited to copyright therein, that the National Park Service has requested to use, reproduce and make available as public domain materials at the Library of Congress as part of the Historic American Buildings Survey/Historic American Engineering Record collections. (If not the sole copyright owner, please specify in the space below any additional permissions needed, if any, to grant these rights.) I hereby transfer and assign to the National Park Service any and all rights including but not limited to copyrights in the materials specified below.</p>	
Survey Number:	HABS No. _____ or HAER No. <u>CA-167-B</u>
Types of Materials (please check all that apply):	
Photographs	<input checked="" type="checkbox"/> Illustrations <input checked="" type="checkbox"/> Textual materials <input checked="" type="checkbox"/> Oral History/Interviews
Audiotape	<input type="checkbox"/> Videotape <input type="checkbox"/> Other (describe) _____
Detailed Description of Materials (attach additional pages if necessary):	
<u>Original photographs, a copy of one historic photograph, engineering renderings, and text constituting the Big Creek No. 3 Standpipes Historic American Engineering Record (HAER No. CA-167-B).</u>	
Additional Permissions Needed, if any (for example, copyright owner, subjects in photographs, illustrations in text):	
<u>None.</u>	
Disposition of Materials After Use (please check one): <input type="checkbox"/> Return to owner	
<input checked="" type="checkbox"/> May be retained	
John R. Fielder, Sr. Vice President	
Name (please print)	Signature
Southern California Edison Co.	<u>626/302-3440</u>
Address	Telephone Number
P.O. Box 800	
Rosemead, CA 91770	
	<u>8/27/60</u> Date

\*Please note that this form predates the HALS program.

## **Data Entry Sheet**

*This section is in the process of being updated due to a change in the format of the Data Entry Sheet.*

## Cover Sheet

TACONIC STATE PARKWAY  
Poughkeepsie vicinity  
Dutchess County  
New York

HAER No. NY-316

### PHOTOGRAPHS

PAPER COPIES OF COLOR TRANSPARENCIES

WRITTEN HISTORICAL AND DESCRIPTIVE DATA

REDUCED COPIES OF MEASURED DRAWINGS

HISTORIC AMERICAN ENGINEERING RECORD  
National Park Service  
U.S. Department of the Interior  
1849 C St. NW  
Washington, DC 20240

## Cover Sheet—Complex

RICHMOND HILL PLANTATION  
(Henry Ford Plantation)  
East of Richmond Hill on Ford Neck Road  
Richmond Hill vicinity  
Bryan County  
Georgia

HABS No. GA-2348

PHOTOGRAPHS

WRITTEN HISTORICAL AND DESCRIPTIVE DATA

HISTORIC AMERICAN BUILDINGS SURVEY  
SOUTHEAST REGIONAL OFFICE  
National Park Service  
U.S. Department of the Interior  
100 Alabama St. NW  
Atlanta, GA 30303

## Cover Sheet—Individual Structure within a Complex

RICHMOND HILL PLANTATION, STERLING CREEK MARSH  
East of Richmond Hill on Ford Neck Road  
Richmond Hill vicinity  
Bryan County  
Georgia

HABS No. GA-2348-A

PHOTOGRAPHS

WRITTEN HISTORICAL AND DESCRIPTIVE DATA

HISTORIC AMERICAN BUILDINGS SURVEY  
SOUTHEAST REGIONAL OFFICE  
National Park Service  
U.S. Department of the Interior  
100 Alabama St. NW  
Atlanta, GA 30303

## Cover Sheet—Historic District (Main Record)

YBOR CITY HISTORIC DISTRICT  
(Ybor City, Tampa)  
Bounded by Fourteenth Avenue South, Fifteenth Avenue North, Twenty-first  
Street East & Fourteenth Street West  
Tampa  
Hillsborough County  
Florida

HABS No. FL-217

REDUCED COPIES OF MEASURED DRAWINGS

HISTORIC AMERICAN BUILDINGS SURVEY  
National Park Service  
U.S. Department of the Interior  
1849 C St. NW  
Washington, DC 20240

## Cover Sheet—Individual Structure within a Historic District

GUTIERREZ BUILDING  
Ybor City  
1603 East Seventh Avenue  
Tampa  
Hillsborough County  
Florida

HABS No. FL-263

PHOTOGRAPHS

WRITTEN HISTORICAL AND DESCRIPTIVE DATA

REDUCED COPIES OF MEASURED DRAWINGS

HISTORIC AMERICAN BUILDINGS SURVEY  
National Park Service  
U.S. Department of the Interior  
1849 C St. NW  
Washington, DC 20240



## Index to Photographs (Page 1)

### HISTORIC AMERICAN BUILDINGS SURVEY

#### INDEX TO PHOTOGRAPHS

YAKIMA PARK STOCKADE GROUP  
Mount Rainier National Park  
Longmire vicinity  
Pierce County  
Washington

HABS No. WA-236

John Stamets, photographer, September 1998

- WA-236-1    CONTEXT VIEW LOOKING SOUTHWEST FROM SOURDOUGH RIDGE, SHOWS MOUNT RAINIER, STOCKADE GROUP IN DISTANT RIGHT AND SUNRISE LODGE SLIGHTLY CLOSER.
- WA-236-2    CONTEXT VIEW LOOKING SOUTHEAST FROM DEGE MOUNTAIN TRAIL SHOWS STOCKADE GROUP AT CENTER RIGHT AND SUNRISE LODGE AT CENTER LEFT. VIEW TAKEN WITH A 135MM LENS.
- WA-236-3    ELEVATION VIEW OF STOCKADE GROUP TAKEN AT SUNRISE SHOWS MUSEUM AT CENTER, SOUTH BLOCKHOUSE ON LEFT AND NORTH BLOCKHOUSE ON RIGHT.
- WA-236-4    OBLIQUE VIEW LOOKING SOUTHWEST AT STOCKADE GROUP SHOWS NORTH BLOCKHOUSE ON RIGHT, SOUTH BLOCKHOUSE ON LEFT AND MUSEUM AT CENTER. MOUNT RAINIER VISIBLE IN DISTANCE.
- WA-236-5    OBLIQUE VIEW LOOKING NORTHWEST AT STOCKADE GROUP SHOWS SOUTH BLOCKHOUSE ON LEFT, NORTH BLOCKHOUSE ON RIGHT AND MUSEUM BETWEEN THE BLOCKHOUSES.
- WA-236-6    ELEVATION VIEW OF CENTRAL PORTION OF EAST SIDE (FRONT) OF MUSEUM SHOW MAIN ENTRANCE TO BUILDING.
- WA-236-7    OBLIQUE VIEW LOOKING SOUTH ALONG FRONT OF MUSEUM.
- WA-236-8    OBLIQUE VIEW OF NORTH SIDE OF MUSEUM. PORTION OF STOCKADE IS VISIBLE ON RIGHT.
- WA-236-9    OBLIQUE VIEW OF SOUTH SIDE OF MUSEUM.
- WA-236-10    OBLIQUE VIEW LOOKING NORTHEAST SHOWS SOUTH SIDE OF MUSEUM ON LEFT AND ITS PROXIMITY TO SOUTH BLOCKHOUSE ON RIGHT.
- WA-236-11    OBLIQUE VIEW OF WEST SIDE (REAR) OF MUSEUM.

Note: The structure is located within a national park, so the name of the park is listed below the name of the structure.

## Index to Photographs (Page 2)

YAKIMA PARK STOCKADE GROUP  
HABS No. WA-236  
INDEX TO PHOTOGRAPHS  
(page 2)

- WA-236-12 OBLIQUE VIEW LOOKING SOUTHEAST SHOWS WEST SIDE OF STOCKADE.
- WA-236-13 INTERIOR VIEW LOOKING NORTH IN MAIN ROOM OF MUSEUM.
- WA-236-14 INTERIOR VIEW LOOKING SOUTH IN MAIN ROOM OF MUSEUM.
- WA-236-15 INTERIOR VIEW OF SOUTHWEST CORNER OF MAIN ROOM OF MUSEUM.
- WA-236-16 INTERIOR VIEW OF FIREPLACE ON NORTH WALL OF MAIN ROOM OF MUSEUM.
- WA-236-17 OBLIQUE VIEW OF SOUTHEAST CORNER OF SOUTH BLOCKHOUSE.
- WA-236-18 OBLIQUE VIEW OF NORTHEAST CORNER OF SOUTH BLOCKHOUSE. PORTION OF MUSEUM IS SEEN ON RIGHT.
- WA-236-19 OBLIQUE VIEW OF SOUTHWEST CORNER OF SOUTH BLOCKHOUSE. PORTION OF MUSEUM IS SEEN ON LEFT.
- WA-236-20 INTERIOR VIEW LOOKING EAST ON UPPER FLOOR OF SOUTH BLOCKHOUSE.
- WA-236-21 OBLIQUE VIEW OF SOUTHEAST CORNER OF NORTH BLOCKHOUSE. SNOW POLES EXCEED HEIGHT OF EXPECTED SNOW PACK IN UPCOMING WINTER.
- WA-236-22 SOUTH SIDE OF NORTH BLOCKHOUSE IN SUNLIGHT.
- WA-236-23 SOUTH SIDE OF NORTH BLOCKHOUSE IN OVERCAST LIGHT.
- WA-236-24 DETAIL OF SOUTHEAST CORNER OF NORTH BLOCKHOUSE SHOWS GRANITE FOUNDATION BENEATH LOG WALLS.
- WA-236-25 INTERIOR VIEW LOOKING WEST ON UPPER FLOOR OF NORTH BLOCKHOUSE.

Note: The name of the park is not included in the header information for subsequent "Index to Photographs" pages.

**Index to Photographs—Complex (Page 1 of Main Record)**

HISTORIC AMERICAN ENGINEERING RECORD	
INDEX TO PHOTOGRAPHS	
WYOMING AIR NATIONAL GUARD BASE Cheyenne Laramie County Wyoming	HAER No. WY-16
Richard Collier, photographer, May-October 1985	
WY-16-1	NORTHWEST VIEW OF HANGAR AND CIVIL AIR PATROL HEADQUARTERS

Note: If this index had subsequent pages, the header for those would follow the format shown in example I.

## Index to Photographs—Individual Structure within a Complex (Page 1)

### HISTORIC AMERICAN ENGINEERING RECORD

#### INDEX TO PHOTOGRAPHS

WYOMING AIR NATIONAL GUARD BASE, CHEYENNE  
MODIFICATION BUILDING NO. 101  
Cheyenne  
Laramie County  
Wyoming

HAER No. WY-16-A

Richard Collier, photographer, May-October 1985

WY-16-A-1	DISTANT VIEW OF EAST FRONT
WY-16-A-2	DISTANT VIEW OF NORTHEAST REAR
WY-16-A-3	DISTANT VIEW OF SOUTHWEST FRONT
WY-16-A-4	VIEW OF SOUTHEAST SIDE
WY-16-A-5	DOOR ON SOUTHEAST SIDE
WY-16-A-6	VIEW OF NORTHWEST SIDE
WY-16-A-7	VIEW OF GUARD TOWER SOUTHEAST CORNER
WY-16-A-8	NORTHEAST VIEW OF CEILING TRUSS WORK
WY-16-A-9	SOUTHEAST VIEW OF HANGAR INTERIOR AND CEILING TRUSS WORK
WY-16-A-10	SOUTHEAST VIEW OF HANGAR INTERIOR AND CEILING TRUSS WORK
WY-16-A-11	DETAIL VIEW OF CEILING TRUSS WORK
WY-16-A-12	SOUTHEAST VIEW OF HANGAR INTERIOR AND CEILING TRUSS WORK
WY-16-A-13	VIEW OF CENTER SUPPORTS AND CEILING TRUSS WORK
WY-16-A-14	DETAIL OF CEILING TRUSS WORK
WY-16-A-15	OFFICE IN NORTHWEST WING
WY-16-A-16	OFFICE IN SOUTHEAST WING

Note: If this index had subsequent pages, the header for those would follow the format shown in example I.

## Index to Photographs—Historic District (Page 1 of Main Record)

### HISTORIC AMERICAN BUILDINGS SURVEY

#### INDEX TO PHOTOGRAPHS

##### RIVER STREET HISTORIC DISTRICT

HABS No. CA-2355

Bounded by West Saint James Street, West Santa Clara Street,  
Pleasant Street, Highway 87, & Guadalupe River  
San Jose  
Santa Clara County  
California

David H. Diesing, Hardlines, Photographer

November 1993

- CA-2355-1 PLEASANT STREET, VIEW LOOKING SOUTHWEST FROM CORNER OF  
JULIAN & PLEASANT STREETS
- CA-2355-2 SOUTHWEST CORNER OF PLEASANT & WEST SAINT JOHN STREETS,  
VIEW LOOKING NORTHWEST FROM INTERSECTION
- CA-2355-3 WEST SAINT JOHN STREET, VIEW LOOKING WEST FROM  
INTERSECTION OF PLEASANT & WEST SAINT JOHN STREETS
- CA-2355-4 WEST SAINT JOHN STREET, VIEW LOOKING EAST
- CA-2355-5 PLEASANT STREET, VIEW LOOKING NORTH
- CA-2355-6 WEST SAINT JOHN STREET, VIEW LOOKING NORTH
- CA-2355-7 WEST SAINT JOHN STREET, VIEW LOOKING SOUTHWEST
- CA-2355-8 WEST SAINT JOHN STREET, VIEW LOOKING NORTHEAST
- CA-2355-9 INTERSECTION OF NORTH RIVER & WEST SAINT JOHN STREETS,  
VIEW LOOKING NORTH
- CA-2355-10 WEST SAINT JOHN STREET, VIEW LOOKING SOUTHWEST
- CA-2355-11 SOUTHEAST CORNER OF WEST SAINT JOHN & NORTH RIVER  
STREETS, VIEW FROM WEST SAINT JOHN STREET
- CA-2355-12 WEST SAINT JOHN STREET, SOUTH SIDE OF STREET
- CA-2355-13 NORTH RIVER STREET, EAST SIDE OF STREET AT SOUND END
- CA-2355-14 NORTH RIVER STREET, LOKING NORTHEAST FROM SANTA CLARA  
BOULEVARD

Note: If this index had subsequent pages, the header for those would follow the format shown in example I.

## Index to Photographs—Individual Structure within a Historic District (Page 1)

### HISTORIC AMERICAN BUILDINGS SURVEY

#### INDEX TO PHOTOGRAPHS

HOTEL TORINO  
(Henry's Hi-Life)  
River Street Historic District  
301 West Saint John Street  
San Jose  
Santa Clara County  
California

HABS No. CA-2379

David H. Diesing, Hardlines, Photographer

November 1993

- CA-2379-1 EAST SIDE, SOUTHEAST CORNER
- CA-2379-2 SOUTH FRONT
- CA-2379-3 SOUTH FRONT, SOUTHWEST CORNER
- CA-2379-4 EAST SIDE
- CA-2379-5 EAST SIDE, NORTHEAST CORNER
- CA-2379-6 WEST SIDE, NORTHWEST CORNER
- CA-2379-7 INTERIOR, LOUNGE LOOKING NORTH
- CA-2379-8 INTERIOR, LOUNGE LOOKING NORTHEAST
- CA-2379-9 INTERIOR, LOUNGE LOOKING SOUTHWEST
- CA-2379-10 INTERIOR, LOUNGE LOOKING SOUTHEAST
- CA-2379-11 INTERIOR, DINING AREA LOOKING NORTHWEST
- CA-2379-12 INTERIOR, DINING AREA LOOKING SOUTHWEST
- CA-2379-13 INTERIOR, KITCHEN LOOKING NORTHWEST
- CA-2379-14 INTERIOR, SECOND FLOOR HALL LOOKING SOUTH FROM NORTH WALL
- CA-2379-15 INTERIOR, SECOND FLOOR HALL LOOKING SOUTH

Note: The structure's Alternate Name follows the Official Name and preceeds the Historic District name.

**Index to Photographs—Individual Structure within a Historic District (Page 2)**

HOTEL TORINO  
HABS No. CA-2379  
INDEX TO PHOTOGRAPHS  
(page 2)

Note: For additional written historical and descriptive information, please see the main entry for the River Street Historic District project, HABS No. CA-2355.

Note: Neither the Alternate Name nor the Historic District name appears in the header of subsequent pages of the Index of Photographs for the Individual Structure.

## Index to Photographs—Multiple Locations

### HISTORIC AMERICAN ENGINEERING RECORD

#### INDEX TO PHOTOGRAPHS

##### MENOMINEE RIVER BRIDGE

HAER No. WI-80

(Chalk Hill Bridge)

Spanning Menominee River at County Trunk Highway "K"

Amberg

Marinette County

Wisconsin

*Note: Menominee River Bridge (Chalk Hill Bridge) is located in both Marinette County, Wisconsin, and Menominee County, Michigan. For shelving purposes at the Library of Congress, Marinette County, Wisconsin, was selected as the "official" location for the Menominee River Bridge.*

Documentation: 15 exterior photos (1994)  
1 photographic copy of photograph (ca. 1940)  
9 data pages (1995)

Dietrich Floeter, Photographer, July 1994

- WI-80-1 DISTANT VIEW OF NORTH SIDE, VIEW SOUTH
- WI-80-2 VIEW OF SOUTH SIDE
- WI-80-3 VIEW FROM EAST SIDE BANK OF RIVER
- WI-80-4 VIEW FROM WEST SIDE BANK OF RIVER WITH CHALK HILL  
HYDROELECTRIC PLANT IN BACKGROUND
- WI-80-5 DETAIL OF DECK, VIEW EAST
- WI-80-6 GENERAL VIEW NORTHWEST
- WI-80-7 VIEW OF BRIDGE FROM ATOP CHALK HILL DAM, LOOKING  
SOUTH/DOWNSTREAM
- WI-80-8 DETAIL OF EAST ABUTMENT, VIEW NORTHEAST
- WI-80-9 DETAIL OF WEST ABUTMENT, VIEW NORTH
- WI-80-10 DETAIL OF PIER, SHOWING REPETITION OF PIERS, VIEW EAST
- WI-80-11 DETAIL OF PIER, SHOWING SINGLE PIER, VIEW NORTHEAST
- WI-80-12 DETAIL OF SINGLE SPAN ON WEST END, VIEW NORTH

Note: The Index to Photographs includes a note regarding the Multiple Locations of the bridge. One location must be chosen and this note must be included.



## Index to Photographs—Black & White Photographs & Color Transparencies (Page 1)

### HISTORIC AMERICAN BUILDINGS SURVEY

#### INDEX TO PHOTOGRAPHS

ALABAMA THEATRE  
1811 Third Avenue, North  
Birmingham  
Jefferson County  
Alabama

HABS No. AL-982

#### INDEX TO BLACK AND WHITE PHOTOGRAPHS

Jack E. Boucher, Photographer, August 1996

- |           |   |
|-----------|---|
| AL-982-1  | GENERAL VIEW OF FRONT (NORTH) FACADE AND STREET FROM THE EAST   |
| AL-982-2  | CLOSER VIEW OF FRONT FACADE AND STREET FROM THE EAST  |
| AL-982-3  | VIEW OF ENTRANCE AND SIGN FROM NORTH NORTHEAST  |
| AL-982-4  | CLOSER VIEW OF ENTRANCE AND "ALABAMA" SIGN FROM NORTH NORTHEAST   |
| AL-982-5  | DETAIL VIEW LOOKING TO TOP OF FRONT FACADE AND "ALABAMA" SIGN   |
| AL-982-6  | GENERAL VIEW OF FRONT ELEVATION AND "ALABAMA" SIGN LOOKING WEST TO EAST ON THIRD STREET                 |
| AL-982-7  | NIGHT VIEW OF FRONT ELEVATION AND "ALABAMA" SIGN FROM THE WEST  |
| AL-982-8  | CLOSER VIEW OF "ALABAMA" SIGN FROM THE WEST   |
| AL-982-9  | PERSPECTIVE OF FRONT ELEVATION LOOKING FROM THE NORTHWEST ON THE CORNER OF THIRD AND EIGHTEENTH STREETS |
| AL-982-10 | CLOSER VIEW FROM THE CORNER OF THIRD AND EIGHTEENTH STREETS   |
| AL-982-11 | GENERAL VIEW OF EIGHTEENTH STREET (WEST) ELEVATION  |
| AL-982-12 | CLOSER VIEW OF EIGHTEENTH STREET ELEVATION  |
| AL-982-13 | DETAIL VIEW, TYPICAL BRICKWORK AND SHELLS IN RELIEF IN EIGHTEENTH STREET ELEVATION                      |

Note: The phrase "Index to Black and White Photographs" is written beneath the structure information.

**Index to Photographs—Black & White Photographs & Color Transparencies (Subsequent Page)**

**ALABAMA THEATRE  
HABS No. AL-982  
INDEX TO PHOTOGRAPHS  
(page 7)**

AL-982-105 VIEW IN CELLAR OF PRINT SHOP

AL-982-106 VIEW IN CELLAR OF WORKSHOP

**INDEX TO COLOR TRANSPARENCIES**

All color xeroxes were made from a duplicate color transparency.

Jack E. Boucher, photographer, August 1996

AL-982-107 (CT) VIEW OF ENTRANCE AND "ALABAMA" SIGN FROM NORTH  
NORTHEAST (DUPLICATE OF AL-982-3)

AL-982-108 (CT) NIGHT VIEW OF THE "ALABAMA" SIGN FROM THE WEST  
(DUPLICATE OF AL-982-7)

AL-982-109 (CT) VIEW OF GRAND LOBBY LOOKING TOWARD STAIR (DUPLICATE  
OF AL-982-17)

AL-982-110 (CT) VIEW OF MAIN FLOOR LOOKING FROM LOBBY THROUGH GATE  
TO HOUSE ENTRANCE No. 3 (DUPLICATE OF AL-982-22)

AL-982-111 (CT) VIEW OF INTERIOR HOUSE LOOKING TO STAGE FROM THE  
NORTHWEST (DUPLICATE OF AL-982-33)

AL-982-112 (CT) CLOSE VIEW OF STAGE WITH FIRE CURTAIN IN PLACE  
(DUPLICATE OF AL-982-35)

AL-982-113 (CT) PERSPECTIVE VIEW OF STAGE LOOKING FROM THE EAST  
(DUPLICATE OF AL-982-36)

AL-982-114 (CT) VIEW OF THE BASE OF ONE SECTION OF THE FAUX WINDOW IN  
THE NORTH SIDE WALL (DUPLICATE OF AL-982-38)

AL-982-115 (CT) DETAIL VIEW OF A HANGING WALL LANTERN ON THE NORTH  
SIDE WALL (DUPLICATE OF AL-982-39)

AL-982-116 (CT) VIEW OF HANGING WALL LAMP AND A SECTION OF THE  
BALCONY ON THE NORTH SIDE WALL (DUPLICATE OF AL-982-40)

AL-982-117 (CT) VIEW OF ORGAN SCREEN (DUPLICATE OF AL-982-41)

Note: The captions for the CTs follow the phrases "Index to Color Transparencies" and "All color paper copies were made from a duplicate color transparency" and the photographer's information. The captions indicate which black & white photograph they duplicate.

## Index to Photographs—Photographic Copies of Photographs & Drawings

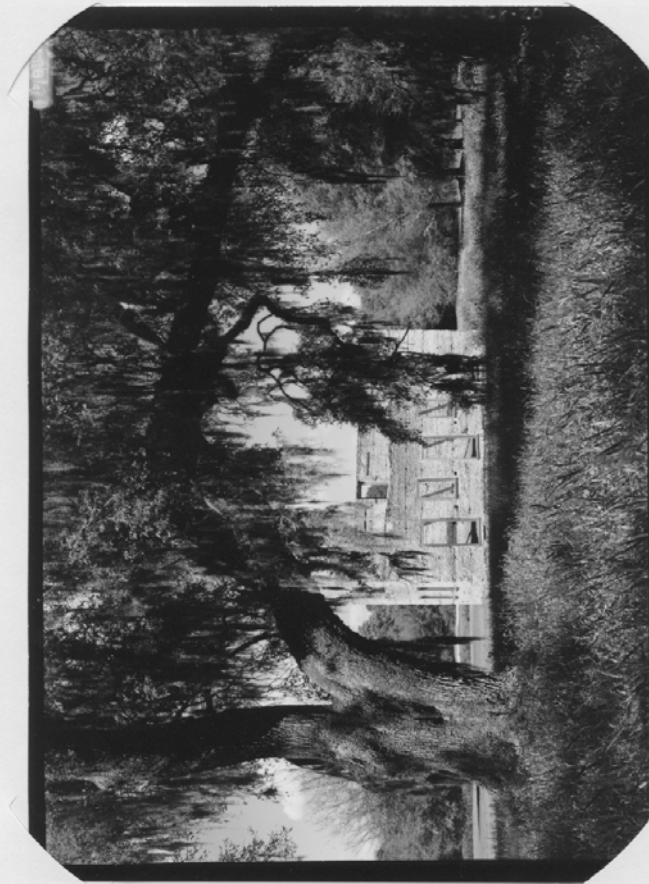
MISSION SAN MIGUEL ARCANGEL  
HABS No. CA-38-2 (Page 2)  
Index to photographs

CA-38-2-18	Photocopy of photograph (from De Young Museum, San Francisco, CA, c. 1900) Photographer unknown, February 1940 EXTERIOR VIEW FROM NORTHEAST
CA-38-2-19	Photocopy of photograph (from Frances Rand Smith Collection, California Historical Society, 1880) Photographer unknown, April 1940 EXTERIOR VIEW OF REAR OF CHURCH
CA-38-2-20	Photocopy of photograph (from Frances Rand Smith Collection, California Historical Society) Photographer unknown, Date unknown VIEW OF CHURCH FROM REAR
CA-38-2-21	Photocopy of photograph (from Mr. William H. Knowles Collection) Photographer unknown, Date unknown CLOSE-UP OF REAR OF CHURCH
CA-38-2-22	Photocopy of photograph (from San Francisco Chronicle Collection) Photographer unknown, Date unknown SIDE VIEW OF CHURCH
CA-38-2-23	Photocopy of photograph (from William H. Knowles Collection, 1936) Photographer unknown, Date unknown SIDE VIEW OF COMPLEX FROM A DISTANCE
CA-38-2-24	Photocopy of photograph (from California State Library, Sacramento) Photographer unknown, Date unknown VIEW OF EXTERIOR ARCHES FROM AN ANGLE
CA-38-2-25	Photocopy of photograph (from California State Library, Sacramento) Photographer unknown, Date unknown DETAIL OF ARCHES
CA-38-2-26	Photocopy of photograph (from California State Library, Sacramento) Photographer unknown, Date unknown CLOSE-UP OF ARCHES
CA-38-2-27	Photocopy of photograph (from Mr. William H. Knowles Collection) Photographer unknown, Date unknown VIEW OF NORTHEAST CORNER OF QUADRANGLE
CA-38-2-28	Photocopy of photograph (from California State Library, Sacramento) Photographer unknown, Date unknown NORTHEAST CORNER OF COMPLEX
CA-38-2-29	Photocopy of photograph (from California State Library, Sacramento) Photographer unknown, Date unknown DETAIL OF NORTHEAST CORNER
CA-38-2-30	Photocopy of photograph (from William H. Knowles Collection) Photographer unknown, Date unknown VIEW OF NORTH & WEST WALLS OF CHURCH

**Photo Mount Cards**

HISTORIC AMERICAN BUILDINGS SURVEY  
SEE INDEX TO PHOTOGRAPHS FOR CAPTION

HABS No. SC-98-20



**Photo Mount Cards—Paper Copy of Color Transparency**



**Photo Mount Cards—8"x10" Photographic Copies (Front)**

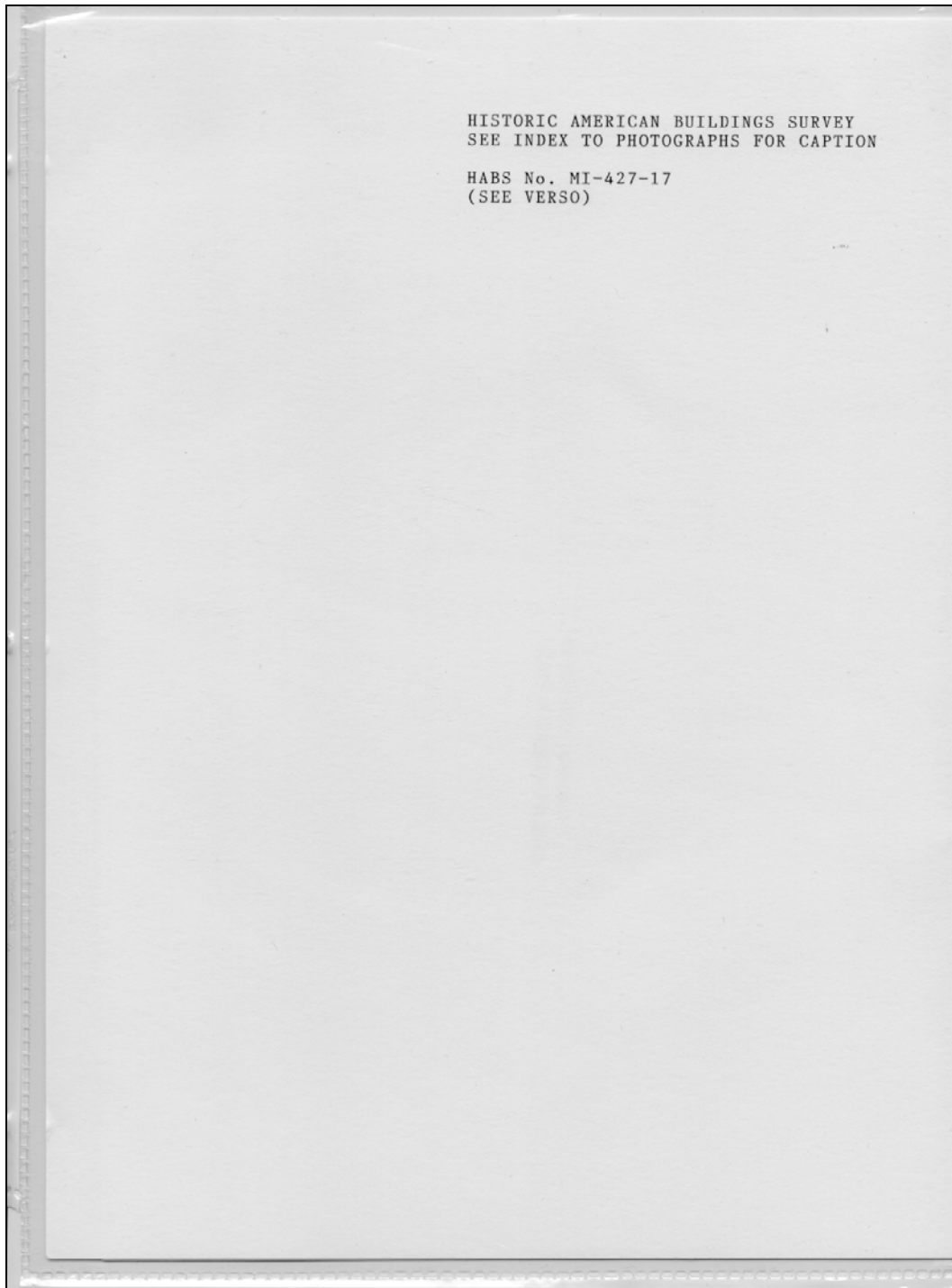
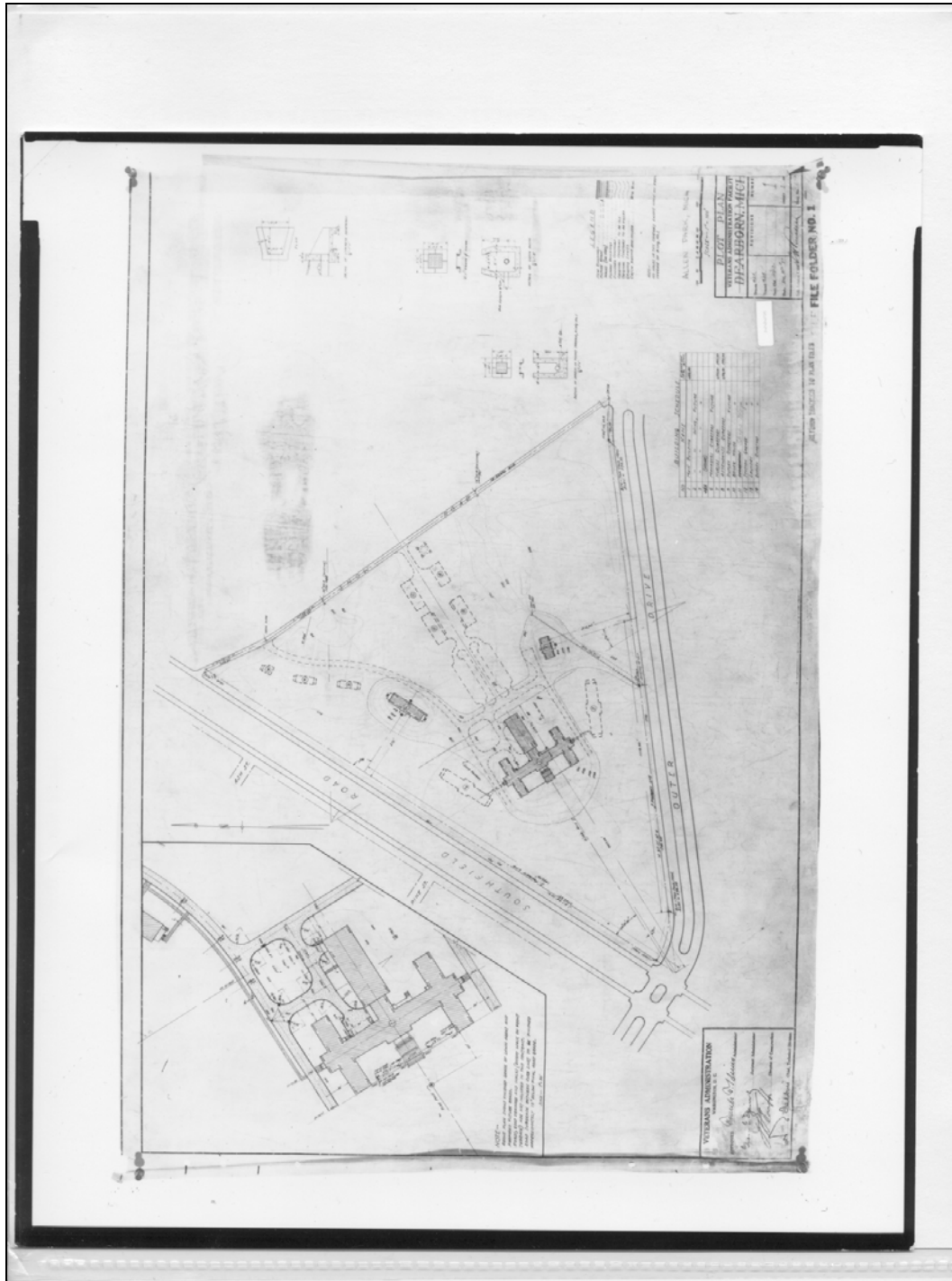
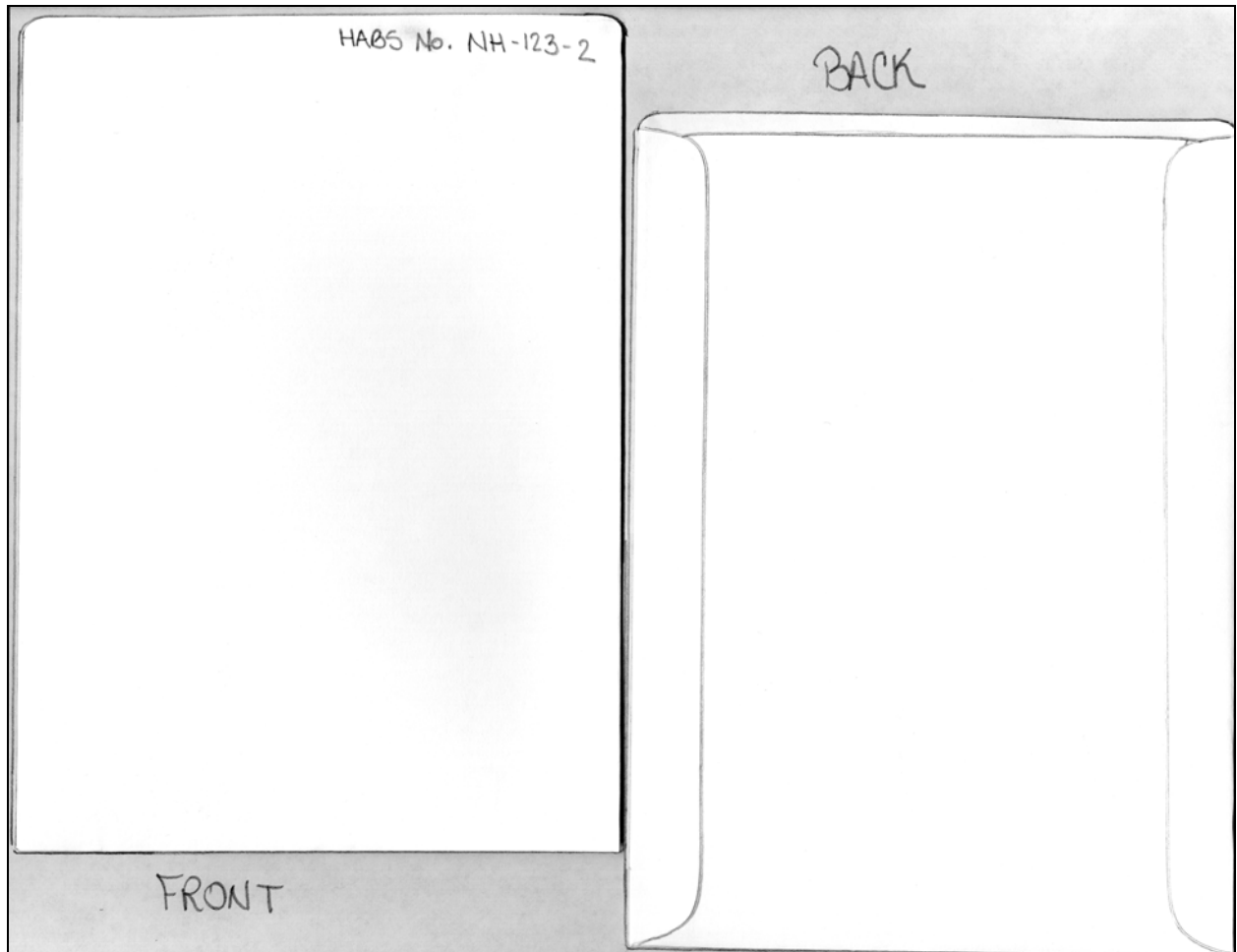


Photo Mount Cards—8"x10" Photographic Copies (Verso/Back)

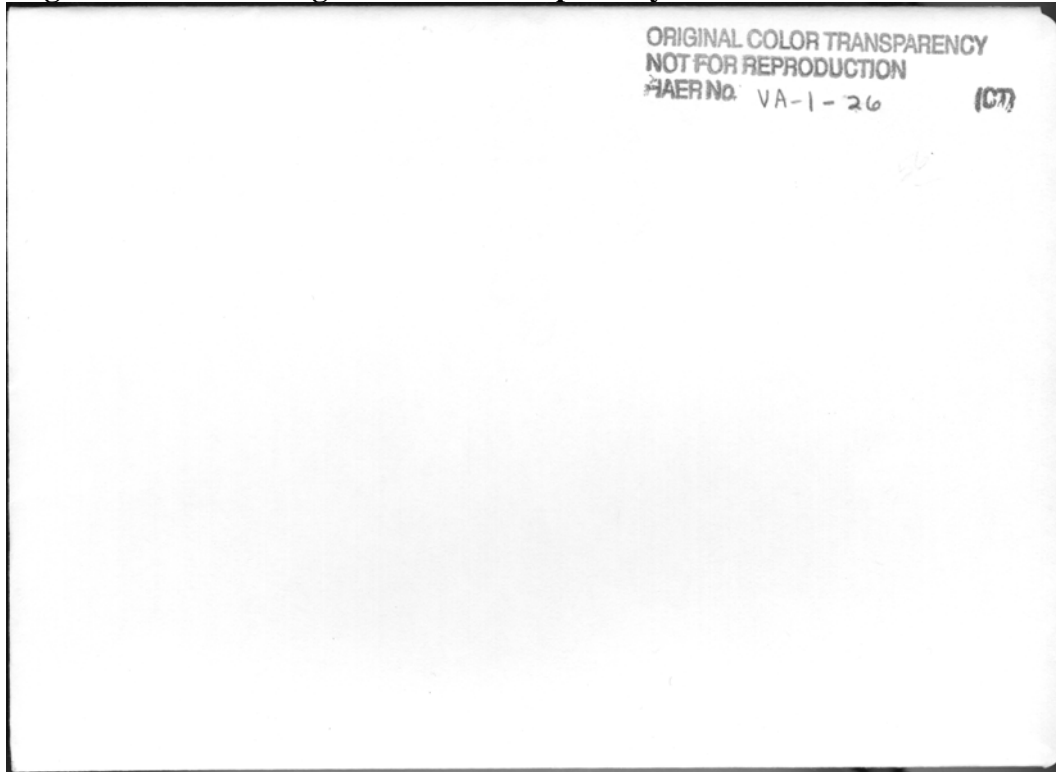


**Negative Sleeves—Black & White Negative**

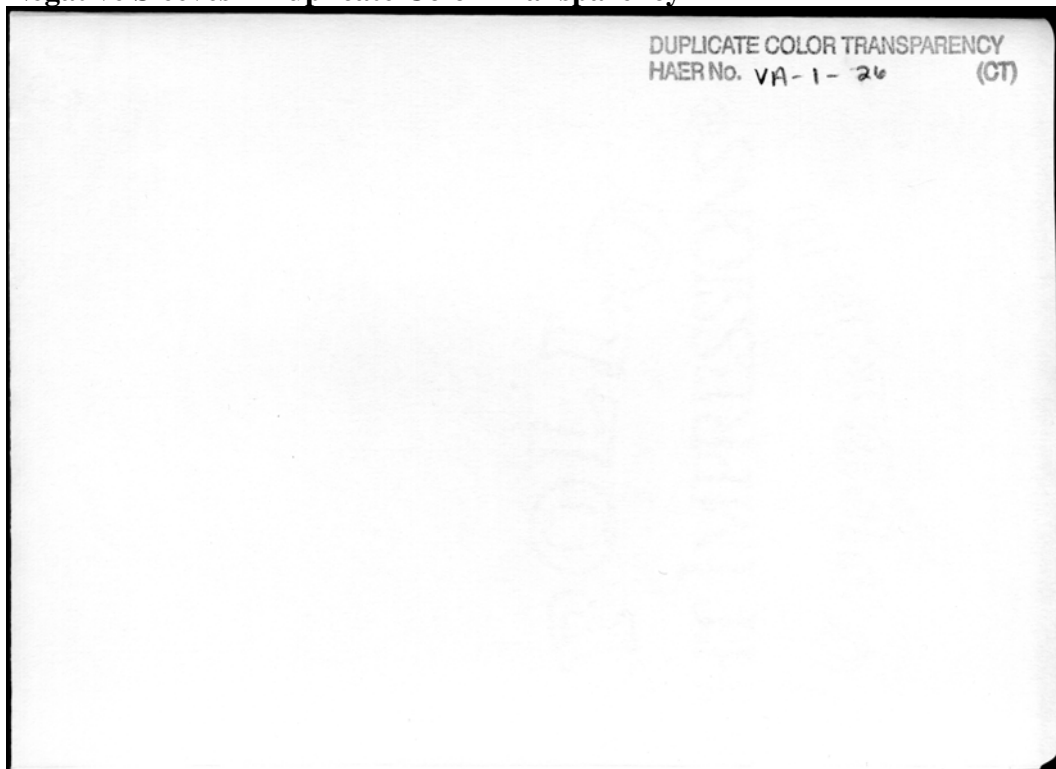




**Negative Sleeves—Original Color Transparency**



**Negative Sleeves—Duplicate Color Transparency**



## Written Historical & Descriptive Data (Page 1)

### HISTORIC AMERICAN BUILDINGS SURVEY

GRAND HOTEL  
(Horton Hotel)

HABS No. CA-1974

Location: 332 F Street, San Diego, California

Present Owner(s): N.C. Sutter, Robert Jonston, Fred Bertolino, Fred Muse

Present Use: Hotel

Significance: The Grand Hotel was one of the lavish buildings constructed in the San Diego boom period of the late 1880's. It was designed by the prominent local firm of Comstock and Trotsche, which was responsible for some of the most exuberant buildings in the San Diego area.

#### PART I: HISTORICAL INFORMATION

##### A. Physical History:

1. Date of erection: c. 1888. (The date of construction is based on tax records for the property which showed an dramatic increase in the 1887-88 book, microfilm delinquent tax records, San Diego County Tax Records County Administration Building according to "Historic Site Board Report" p. 1. The building appears on the Sanborn 1888 map, Sheet 19).
2. Architect: Comstock and Trotsche (From advertisement in Golden Era Magazine, September 1889, San Diego Illustrated Section, Vol. 38, No. 9, p. 464).
3. Original and subsequent owners: The Grand (Horton) Hotel is built on Lots G, H, and I of Block 63 in Horton's Addition in the City of San Diego. The land on which the hotel stands was bought in 1882 by Barney Kampling. (Book 43, pp. 122-123, San Diego County Deed Records).
4. Original plans, construction, etc.: There are no original plans of the Grand (Horton) Hotel known. The construction of this hotel was done at the peak of the San Diego boom of the late 1880's. It was probably constructed quickly, using pre-fabricated materials. The facade with its projecting bays and extensive use of sheet metal ornamentation, for example, is similar in details to many other San Diego buildings constructed at the same time. It is not one of the more careful productions of the Comstock and Trotsche office, which designed buildings of great sophistication and thoughtful detailing. Its interior skylighted stair hall, however, is very impressive. The plan, with its elaborate systems of skylights and windows opening onto the main stair hall bringing air and light into the closely packed building, allowed maximum economic exploitation of the site.

## Written Historical & Descriptive Data (Page 2)

GRAND HOTEL  
HABS No. CA-1974  
(Page 2)

5. Alterations and additions: There have been a number of changes at the Grand (Horton) Hotel to gain additional light, increase sanitary facilities, provide better access to fire exits, and to augment the number of individual hotel rooms. Two of the front rooms on each floor were vacated to provide direct access to the fire escapes installed on the balconies. The center bay of the balconies on each floor has been covered with concrete, and three metal ladders have been installed for fire protection. A number of toilets and baths have been installed in small rooms on the east side of the building. Several windows have been pierced on the east side of the building, which was originally blank, probably in anticipation of tall buildings adjacent to it. Another change involves the addition of metal tension rods to support the balconies, all of which show notable signs of deflection. Originally, it appears that most or all of the apartment units consisted of more than one room. This arrangement is at present only visible in the second floor south-west rooms, where the front room opens onto the back room by a set of double doors. Everywhere else in the building the connecting doorways have been blocked to form single rooms. The shop fronts on the ground floor with the very large sheets of glass, clearly visible in an early photograph, have been greatly altered by the addition of new siding and signs.

D. Sources of Information: (See National Register of Historic Places nomination form in the Field Records accompanying this report for additional information)

1. Old Views:
  - a. Exterior photograph of the hotel in the collection of the Title Insurance Company, negative 931, copy in the San Diego Historical Society at the Serra Museum. The photo is dated C. 1889. This photo clearly shows the window-less east wall. This photograph has been copied for the HABS records, and is reproduced as CA-1974-1.
2. Bibliography:

"Historic Site Board Report," by Ed Scott, January 1974.

San Diego City Directories  
San Diego Union, January 23, 1891, July 10, 1903
3. Plans:

A set of plans was prepared by Monroe and Reeves, architects, of San Diego for the City of San Diego. These show the buildings in an "as is" condition, however, there are a number of mistakes and omissions, especially in the section. These drawings include:

## Data Pages—Complex (Page 1 of Main Record)

### HISTORIC AMERICAN BUILDINGS SURVEY

NAVAL HOSPITAL PHILADELPHIA

HABS No. PA-6206

Location: Bounded by South Twentieth Street on the west, Hartranft Street on the north, South Broad Street on the east, and Pattison Avenue on the south, Philadelphia, Philadelphia County, Pennsylvania

USGS Philadelphia, Pennsylvania Quadrangle

Universal Transverse Mercator Coordinates:

A - 18.484350.4417450

B - 18.485120.4417310

C - 18.485080.4417060

D - 18.484310.4417200

Present Owner: United States Department of the Navy

Present Use: Vacant

Significance: A functioning United States Navy medical facility between 1935 and 1993, Naval Hospital Philadelphia consists of approximately 45 buildings and structures that document its construction between 1932 and 1935 as a coherent Art Deco-style complex, and its subsequent rapid expansion during World War II. The surviving eight buildings of the original hospital complex, the main Naval Hospital building (Building 1; HABS No. PA-6206-A), the Corpsmen's Quarters (Building 2), the Nurses' Quarters (Building 3; HABS No. PA-6206-B), the Garage (Building 4), the Sewage Pumping Station (Building 7), the Commanding Officer's Quarters (Building A; HABS No. PA-6206-H), the Medical and Surgical Officers' Quarters (Building B/C; HABS No. PA-6206-I), and the Executive Officer's Quarters (Building D), all incorporate the same Art Deco elements. These buildings and their associated landscaped grounds compose a noteworthy institutional complex of Art Deco buildings designed by the locally prominent architectural firm of Karcher and Smith.

The remaining buildings composing the hospital complex reflect the facility's rapid enlargement during World War II. These buildings, in addition to the original complex, participated in Naval Hospital Philadelphia's significant wartime mission as the center for amputation, orthopedic, and prosthetic services for all naval personnel residing east of the Rocky Mountains. The Hospital also served as the principal treatment center for blind and hearing-impaired veterans of the Navy, Marines Corps, and Coast Guard. Naval Hospital Philadelphia also pioneered prosthetic research, development, and manufacturing of custom-built permanent artificial limbs for naval amputees.

## Data Pages—Individual Structure within a Complex (Page 1)

### HISTORIC AMERICAN BUILDINGS SURVEY

#### NAVAL HOSPITAL PHILADELPHIA, NURSES' QUARTERS (Naval Hospital Philadelphia, Building 3) HABS No. PA-6206-B

Location: East side of Chief's Court, Naval Hospital Philadelphia, Philadelphia, Philadelphia County, Pennsylvania

USGS Philadelphia, Pennsylvania Quadrangle  
Universal Transverse Mercator Coordinates: 18.484780.4417200

Present Owner: United States Department of the Navy

Present Use: Vacant

Significance: Building 3, constructed in 1935 as quarters for Naval Hospital Philadelphia's nursing staff, is part of the original hospital complex built between 1932 and 1935. Incorporating the same Art Deco elements found on the exterior of the other original hospital buildings, Building 3 contributes to a noteworthy complex of Art Deco-style buildings designed by a locally prominent architectural firm in an institutional setting. The building also contributed to Naval Hospital Philadelphia's World War II mission as the center for amputation, orthopedic, and prosthetic services for Navy, Marine, and Coast Guard veterans east of the Rocky Mountains.

**Data Pages—Historic District (Page 1 of Main Record)**

**HISTORIC AMERICAN ENGINEERING RECORD**  
**U.S. COAST GUARD BUOY TENDERS, 180' IRIS CLASS**

HAER No. DC-60

RIG/TYPE  
OF CRAFT: Cutter (Iris Class)

TRADE: Buoy tending (government)

**OFFICIAL NAMES  
AND NUMBERS:**

<b>Name</b>	<b>Hull Number</b>	<b>HAER No.</b>
ACACIA	406 (WAGL, WLB)	HAER No. MI-328
BASSWOOD	388 (WAGL, WLB)	HAER No. GU-3
BITTERSWEET	389 (WAGL, WLB)	HAER No. MA-152
BLACKHAW	390 (WAGL, WLB)	HAER No. CA-309
BLACKTHORN	391 (WAGL, WLB)	HAER No. TX-107
BRAMBLE	392 (WAGL, WLB)	HAER No. MI-323
FIREBUSH	393 (WAGL, WLB)	HAER No. AK-45
HORNBEAM	394 (WAGL, WLB)	HAER No. NJ-139
IRIS	395 (WAGL, WLB)	HAER No. OR-118
MALLOW	396 (WAGL, WLB)	HAER No. HI-61
MARIPOSA	397 (WAGL, WLB)	HAER No. WA-169
REDBUD	398 (WAGL, WLB)	HAER No. FL-17
SAGEBRUSH	399 (WAGL, WLB)	HAER No. PR-43
SALVIA	400 (WAGL, WLB)	HAER No. AL-199
SASSAFRAS	401 (WAGL, WLB)	HAER No. GU-2
SEDGE	402 (WAGL, WLB)	HAER No. AK-46
SPAR	403 (WAGL, WLB)	HAER No. ME-68
SUNDEW	404 (WAGL, WLB)	HAER No. MN-98
SWEETBRIER	405 (WAGL, WLB)	HAER No. AK-47
WOODRUSH	407 (WAGL, WLB)	HAER No. AK-48

**PRINCIPAL  
DIMENSIONS:**

Length:	180'
Beam:	37'
Depth:	14' (MAX)
Displacement:	935 tons

## Data Pages—Historic District (Page 2 of Main Record)

U.S. COAST GUARD BUOY TENDERS, 180' IRIS CLASS  
HAER No. DC-60  
(Page 2)

**LOCATION:** Various (See individual histories)

**DATES OF CONSTRUCTION:** March 21, 1943 - September 22, 1944

**DESIGNER:** Preliminary design by United States Coast Guard and final design by Marine Iron and Shipbuilding Corporation of Duluth, Minnesota

**BUILDER:** Marine Iron and Shipbuilding Corporation of Duluth, Minnesota (Hull #'s 388, 394, 401, 402, 404, 405, 403, 390, 398, 391)  
  
Zenith Dredge Company of Duluth, Minnesota (Hull #'s 406, 391, 393, 397, 407, 396, 395, 389, 399, 400)

**PRESENT OWNER:** Various (See individual histories)

**PRESENT USE:** Various (See individual histories)

**SIGNIFICANCE:** These vessels were built to serve as 180' U.S. Coast Guard cutters. A total of twenty Iris class cutters were built for the USCG. All were built by commercial shipyards. The USCG designed these vessels to service Aids-to-Navigation (AtoN), perform Search and Rescue missions (SAR), carry out Law Enforcement duties (LE), and conduct ice-breaking operations. Members of the class, the last and most numerous of the three 180' classes, have served in the USCG from 1942 to the present. They have significantly contributed to safe navigation on inland and international waters in times of peace and war.

**PROJECT INFORMATION:** This project is part of the Historic American Engineering Record (HAER), a long-range program to document historically significant engineering and industrial works in the United States. The HAER program is administered by the Historic American Buildings Survey/Historic American Engineering Record Division (HABS/HAER) of the National Park Service, U.S. Department of the Interior, E. Blaine Cliver, Chief.

The project was prepared under the direction of HAER Maritime Program Manager Todd Croteau. The historical report was produced by Marc Porter, and edited by Richard O'Connor and Justine Christianson, HAER Historians. Vessel drawings were produced by Todd Croteau, Dana Lockett, and Peter

## Data Pages—Individual Structure within a Historic District (Page 1)

### HISTORIC AMERICAN ENGINEERING RECORD

#### U.S. COAST GUARD CUTTER SASSAFRAS

HAER No. GU-2

RIG/TYPE OF CRAFT:	Cutter (Iris Class)
TRADE:	Buoy tending (government)
OFFICIAL NUMBER:	WLB-401 (Formerly WAGL-401)
PRINCIPAL DIMENSIONS: (As built)	Length: 180' Beam: 37' Depth: 12' Displacement: 935 tons
LOCATION:	Agana, Guam
DATES OF CONSTRUCTION:	August 16, 1943 - May 23, 1944
DESIGNER:	Preliminary design by United States Coast Guard and final design by Marine Iron and Shipbuilding Corporation of Duluth, Minnesota
BUILDER:	Marine Iron and Shipbuilding Corporation of Duluth, Minnesota
PRESENT OWNER:	U.S. Coast Guard
PRESENT USE:	U.S. Coast Guard Cutter (Buoy tender)
SIGNIFICANCE:	<p>This vessel was built to serve as a 180' U.S. Coast Guard cutter. The federal government purchased or built thirty-nine of these vessels, built in three sub-classes, from 1942-1944. The U.S. Coast Guard (USCG) designed the 180s to service Aids-to-Navigation (AtoN), perform Search and Rescue missions (SAR), carry out Law Enforcement duties (LE), and conduct ice-breaking operations. Members of the class have served in the USCG from 1942 to the present. They have significantly contributed to safe navigation on inland and international waters in times of peace and war.</p>



## Data Pages—Individual Structure within a Historic District (Page 2)

### U.S. COAST GUARD CUTTER SASSAFRAS HAER No. GU-2 (Page 2)

RESEARCHER: Marc Porter, 2002

PROJECT  
INFORMATION:

This project is part of the Historic American Engineering Record (HAER), a long-range program to document historically significant engineering and industrial works in the United States. The HAER program is administered by the Historic American Buildings Survey/Historic American Engineering Record Division (HABS/HAER) of the National Park Service, U.S. Department of the Interior, E. Blaine Cliver, Chief.

The U.S. Coast Guard Buoy Tenders, 180' Class Recording Project was sponsored by the U.S. Coast Guard, with Captain W. Patrick Lane, Chief, Office of Civil Engineering; Kebby Kelly, Environmental Officer; and Dr. Robert Browning, Historian serving as liaisons. The project was prepared under the direction of HAER Maritime Program Manager Todd Croteau. The historical report was produced by Marc Porter and edited by Justine Christianson, HAER Historian, NCSHPO.

FOR ADDITIONAL INFORMATION ON THE U.S. COAST GUARD BUOY TENDERS, 180' IRIS CLASS, SEE:

HAER No. DC-57	U.S. Coast Guard Buoy Tenders, 180' Class
HAER No. DC-60	U.S. Coast Guard Buoy Tenders, 180' Iris Class.
HAER No. AK-45	U.S. Coast Guard Cutter FIREBUSH
HAER No. AK-46	U.S. Coast Guard Cutter SEDGE
HAER No. AK-47	U.S. Coast Guard Cutter SWEETBRIER
HAER No. AK-48	U.S. Coast Guard Cutter WOODRUSH
HAER No. AL-199	U.S. Coast Guard Cutter SALVIA
HAER No. CA-309	U.S. Coast Guard Cutter BLACKHAW
HAER No. FL-17	U.S. Coast Guard Cutter REDBUD
HAER No. GU-2	U.S. Coast Guard Cutter SASSAFRAS
HAER No. GU-3	U.S. Coast Guard Cutter BASSWOOD
HAER No. HI-61	U.S. Coast Guard Cutter MALLOW
HAER No. MA-152	U.S. Coast Guard Cutter BITTERSWEET
HAER No. ME-68	U.S. Coast Guard Cutter SPAR
HAER No. MI-323	U.S. Coast Guard Cutter BRAMBLE
HAER No. MI-328	U.S. Coast Guard Cutter ACACIA
HAER No. MN-98	U.S. Coast Guard Cutter SUNDEW

## Data Pages—Multiple Locations (Page 1)

### HISTORIC AMERICAN ENGINEERING RECORD

#### TACONIC STATE PARKWAY HAER No. NY-316

Location: The Taconic State Parkway extends for a distance of 105.3 miles through the east side of the Hudson River Valley in New York State. It passes through four counties and provides access to a series of state park recreation areas. The parkway follows a north-south course through the central sections of Westchester, Putnam, Dutchess, and Columbia counties, mid-way between the Hudson River and the Connecticut and Massachusetts borders. The parkway encompasses 21.6 miles of roadway in Westchester County, 13.5 miles in Putnam County, 38.6 miles in Dutchess County and 31.6 miles in Columbia County.

Designers: The Taconic State Parkway (TSP) was designed and built by the Westchester County Park Commission (WCPC), the Taconic State Park Commission (TSPC), and the New York State Department of Public Works (DPW). The Westchester County section, built in two parts as the Bronx Parkway Extension (BPE) and a short connector spur, was planned, designed and built by the WCPC between 1923 and 1932. WCPC engineers Jay Downer and Leslie Holleran were in charge of construction and WCPC landscape architects Gilmore Clarke and Herman Merkel supervised landscape development. The TSP from Putnam through Columbia counties was planned, designed and built between 1925 and 1963. This portion was designed and built by the TSPC and the DPW. TSPC Chief Engineer E.J. Howe was responsible for the earliest phases of design and construction, between 1926 and 1928. He was succeeded by James W. Bradner, Jr., who served as engineer between 1930 and 1933. Beginning in 1933, DPW Regional Manager James Bixby oversaw general construction, supervising a team of designers, including assistant civil engineer Charles E. Baker, who prepared road plans, profiles, and construction drawings. TSPC landscape architect Theodore Bowman guided landscape design throughout the development process.

Construction Dates: The Taconic State Parkway was conceived in 1925 as part of a large-scale recreation and transportation system linking a series of state and county parks areas in the Hudson Valley region of New York State. The sections of the parkway in Putnam, Dutchess, and Columbia counties were constructed between 1931 and 1963. The Westchester County sections were designed and constructed between 1923 and 1932 and formally incorporated into the Taconic State Parkway in 1941.

Present Use: The Taconic State Parkway's primary use is as a scenic motor parkway restricted to private passenger vehicles. Its southern section, through

## Measured Drawing Title Blocks

DRAFTER OR DELINEATOR		PROJECT NAME AND SPONSOR		ADDRESS (STREET, CITY, COUNTY, STATE)		NAME OF STRUCTURE		HABS, HAER OR HALS NUMBER	
SHEET NUMBER									
DELINATED BY:		NATIONAL PARK SERVICE UNITED STATES DEPARTMENT OF THE INTERIOR		HABS, HAER OR HALS NUMBER		SHEET OF		HISTORIC AMERICAN ENGINEERING RECORD	

IF REPRODUCED, PLEASE CREDIT THE HISTORIC AMERICAN LANDSCAPE SURVEY, NATIONAL PARK SERVICE, NAME OF DELINEATOR, DATE OF DRAWING

LLOYD COLE HOUSE		VIEW FACING NORTH		BROADWAY LIVERY AND FEED BARN	
DELINATED BY: DENNETT, MUESSEG & ASSOCIATES FOR BUREAU OF RECLAMATION FOR HERITAGE CONSERVATION AND RECREATION SERVICE UNITED STATES DEPARTMENT OF THE INTERIOR		SCALE: 1"=20'		NAME AND LOCATION OF STRUCTURE	
WEST OF NORTH BROADWAY STREET		MONTGOMERY		GEM COUNTY IDAHO	
SURVEY NO. 1D-38		HISTORIC AMERICAN BUILDINGS SURVEY SHEET 1 OF 1 SHEETS		SHEET 1 OF 1 SHEETS	

IF REPRODUCED, PLEASE CREDIT THE HISTORIC AMERICAN LANDSCAPE SURVEY, NATIONAL PARK SERVICE, NAME OF DELINEATOR, DATE OF DRAWING

DELINATED BY: LEE CLAUSEN, THOMAS M. BEHRENS, SUMMER 1998		POTOMAC POWER PLANT		SHEET		HISTORIC AMERICAN ENGINEERING RECORD	
HARPERS FERRY RECORDING PROJECT		Shore of the Potomac River, upstream from the Shenandoah confluence		4"=14'		WV-61	
NATIONAL PARK SERVICE UNITED STATES DEPARTMENT OF THE INTERIOR		HARPERS FERRY		JEFFERSON COUNTY		WEST VIRGINIA	

IF REPRODUCED, PLEASE CREDIT THE HISTORIC AMERICAN LANDSCAPE SURVEY, NATIONAL PARK SERVICE, NAME OF DELINEATOR, DATE OF DRAWING

DRAWN BY: CARRIE ANN MARZDORF, 2004		MUMMA FARM		SHEET		HISTORIC AMERICAN LANDSCAPE SURVEY	
MUMMA FARM CULTURAL LANDSCAPE REPORT		ANTHETAM NATIONAL BATTLEFIELD		MD 2		SHEET 1 OF 7 SHEETS	
NATIONAL PARK SERVICE UNITED STATES DEPARTMENT OF THE INTERIOR		SHARPSBURG VICINITY		WASHINGTON COUNTY		MARYLAND	

IF REPRODUCED, PLEASE CREDIT THE HISTORIC AMERICAN LANDSCAPE SURVEY, NATIONAL PARK SERVICE, NAME OF DELINEATOR, DATE OF DRAWING

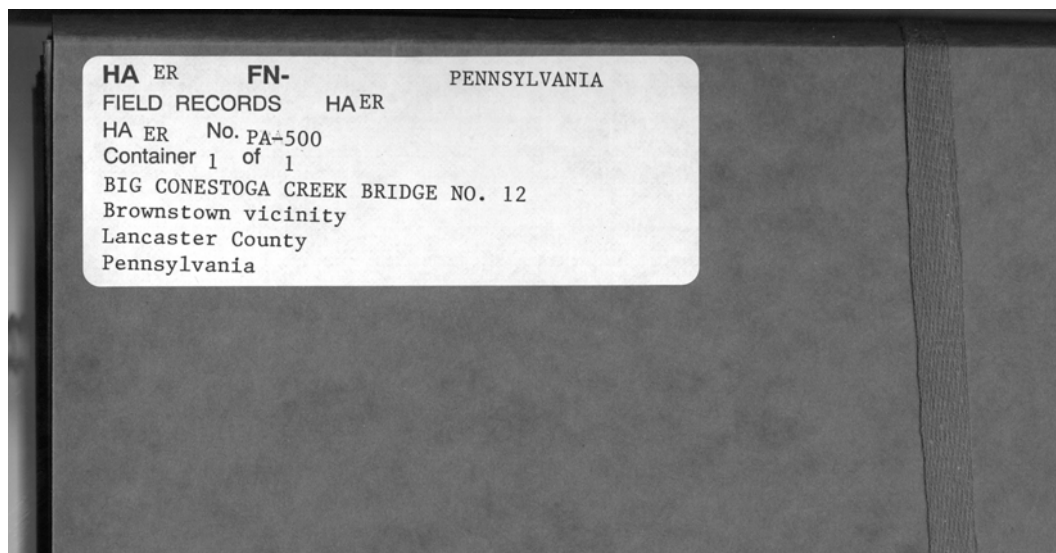
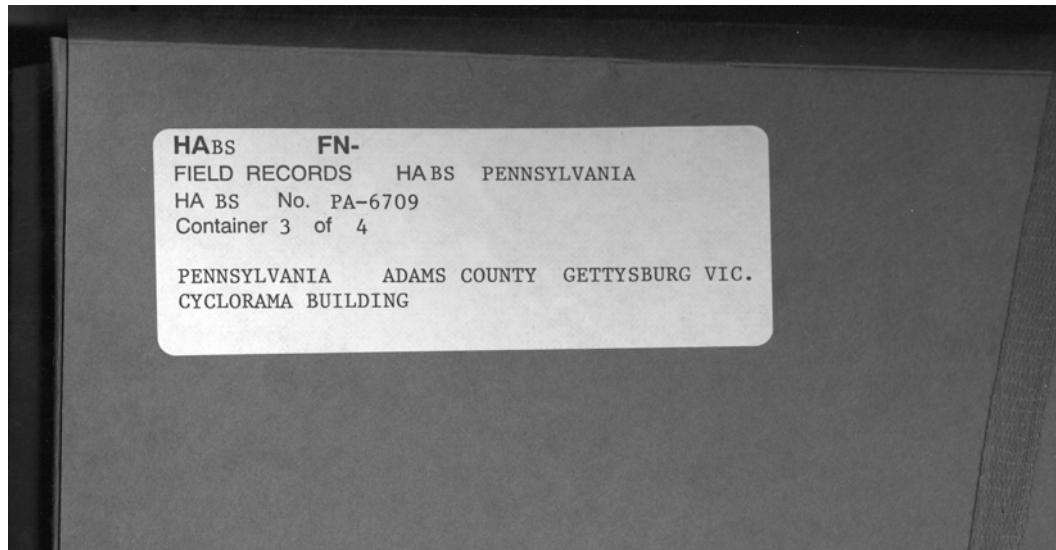
## Measured Drawing Title Blocks—Complex

DRAWN BY: ANDREW WENCHEL		FIREPLACE-PLAN		FIREPLACE-ELEVATION		1/2" = 1'-0"		1/2" = 1'-0"	
HUBBELL TRADING POST, 1985 NATIONAL PARK SERVICE UNITED STATES DEPARTMENT OF THE INTERIOR		GANADO		HUBBELL TRADING POST-GUEST HOGAN APACHE COUNTY ARIZONA		SURVEY NO. AZ-137-D		HISTORIC AMERICAN BUILDINGS SURVEY SHEET 3 OF 3 SHEETS	
IF REPRODUCED, PLEASE CREDIT: HISTORIC AMERICAN BUILDINGS SURVEY, NATIONAL PARK SERVICE, NAME OF DELINEATOR, DATE OF THE DRAWING									

DRAWN BY: ROBERT WAGG, 1999		INTERMOUNTAIN SUPPORT OFFICE, DENVER		HIGH LINE CANAL, SAND CREEK LATERAL		SURVEY NO.		HISTORIC AMERICAN ENGINEERING RECORD	
NATIONAL PARK SERVICE UNITED STATES DEPARTMENT OF THE INTERIOR		COMMERCE CITY VICINITY		ADAMS COUNTY COLORADO		CO-48-A		SHEET 1 OF 2 SHEETS	
IF REPRODUCED, PLEASE CREDIT: HISTORIC AMERICAN BUILDINGS SURVEY, NATIONAL PARK SERVICE, NAME OF DELINEATOR, DATE OF THE DRAWING									

DRAWN BY: AMANDA K. MCGINNIS, EDWARD L. BYRDY JR., 2002		SOUTHEASTERN PENNSYLVANIA		WHITESBOG VILLAGE & CRANBERRY BOG, SUNINGIVE HOUSE AND GARDEN		SURVEY NO.		HISTORIC AMERICAN LANDSCAPE SURVEY	
NATIONAL PARK SERVICE UNITED STATES DEPARTMENT OF THE INTERIOR		120 - 34 WHITESBOG ROAD		PEMBERTON TOWNSHIP BURLINGTON COUNTY NEW JERSEY		NJ-1-A		SHEET 1 OF 4 SHEETS	
IF REPRODUCED, PLEASE CREDIT: HISTORIC AMERICAN BUILDINGS SURVEY, NATIONAL PARK SERVICE, NAME OF DELINEATOR, DATE OF THE DRAWING									

## Field Record Files



**Master Index Cards—*no longer required***

**Master Index Cards—Documentation Includes Field Records—*no longer required***

**Master Index Cards—Complexes (Main Record)—*no longer required***

**Master Index Cards—Complexes (Individual Structure)—*no longer required***

## Addendum—Cover Sheet

ADDENDUM TO:  
MARSH-BILLINGS-ROCKEFELLER NATIONAL HISTORICAL PARK  
Marsh-Billings-Rockefeller National Historical Park  
54 Elm Street  
Woodstock  
Windsor County  
Vermont

HALS No. VT-1  
VT-1

PAPER COPIES OF COLOR TRANSPARENCIES

National Park Service  
U.S. Department of the Interior  
1849 C St. NW  
Washington, DC 20240



**Addendum—Cover Sheet—Name or Address Change**

MARK TWAIN HOUSE  
(Samuel Clemens House)  
(Mark Twain Memorial)  
351 Farmington Avenue  
Hartford  
Hartford County  
Connecticut

HABS No. CT-359

ADDENDUM TO  
MARK TWAIN MEMORIAL  
(Mark Twain House)  
531 Farmington Avenue  
Hartford  
Hartford County  
Connecticut

WRITTEN HISTORICAL AND DESCRIPTIVE DATA  
REDUCED COPIES OF THE MEASURED DRAWINGS  
PHOTOGRAPHS

Historic American Buildings Survey  
National Park Service  
U.S. Department of the Interior  
Washington, D.C. 20013-7127

## Addendum—Index to Photographs—Previously Transmitted Index to Photographs Pages

### HISTORIC AMERICAN ENGINEERING RECORD

#### INDEX TO PHOTOGRAPHS

ADDENDUM TO  
NEW YORK, NEW HAVEN & HARTFORD RAILROAD  
FORT POINT CHANNEL ROLLING LIFT BRIDGE  
(Scherzer Rolling Lift Bridge)  
Spanning Fort Point Channel  
Boston  
Suffolk County  
Massachusetts

HAER No. MA-35  
(Page 2)

Photographs MA-35-1 to MA-35-2 were previously submitted to the Library of Congress in April 1977; photographs MA-35-3 to MA-35-8 were previously submitted to the Library of Congress in 1982.

Photographer: Martin Stupich

April-September 1992

- MA-35-9     Aerial view of general setting of the Scherzer Rolling Lift Bridge.
- MA-35-10    Aerial view of Scherzer Rolling Lift Bridge.
- MA-35-11    General view showing fixed span.  
VIEW EAST
- MA-35-12    General view of moveable span.  
VIEW EAST
- MA-35-13    Detail of rolling segment with counter weights.  
VIEW SOUTHEAST
- MA-35-14    Detail showing connection of trusses to counter weights.  
VIEW NORTHEAST
- MA-35-15    General view of north portals showing three abandoned roadbeds.  
VIEW SOUTH
- MA-35-16    General view of moveable spans from Dorchester Avenue Bridge.  
VIEW WEST
- MA-35-17    Detail of moveable span over navigation channel of Fort Point Channel showing  
fender remanent.  
VIEW WEST

## **Addendum—Index to Photographs—No Previously Transmitted Index to Photographs Pages**

### **HISTORIC AMERICAN ENGINEERING RECORD**

#### **INDEX TO PHOTOGRAPHS**

##### **ADDENDUM**

##### **DELAWARE COUNTY ELECTRIC COMPANY, CHESTER STATION    HAER No. PA-505**

(PECO Energy Company, Chester Station)

Delaware River at end of Ward Street

Chester

Delaware County

Pennsylvania

#### **INDEX TO BLACK AND WHITE PHOTOGRAPHS**

Jack E. Boucher, Photographer, 1997.

PA-505-1      VIEW OF CHESTER STATION FROM THE NEW JERSEY SHORE

Jack E. Boucher, Photographer, September 1998.

PA-505-2      TELEPHOTO VIEW OF CHESTER STATION COMPLEX FROM THE SOUTH SIDE  
OF THE COMMODORE BARRY BRIDGE THAT SPANS THE DELAWARE RIVER

Jack E. Boucher, Photographer, 1997.

PA-505-3      SOUTH ELEVATION

PA-505-4      PERSPECTIVE VIEW OF COAL TOWER No. 1 FROM THE SOUTH

PA-505-5      VIEW OF SOUTH ELEVATION LOOKING FROM THE SOUTHWEST TOWARD  
COAL TOWER No. 2 AND RIVER BEYOND

PA-505-6      CLOSER VIEW OF THE SOUTH ELEVATION (BOILER HOUSE EXTERIOR) AND  
COAL TOWER No. 2

PA-505-7      VIEW OF SOUTH ELEVATION (BOILER HOUSE EXTERIOR) LOOKING  
TOWARD COAL TOWER No. 1 FROM THE SOUTHEAST

PA-505-8      PERSPECTIVE VIEW FROM THE NORTHEAST SHOWING THE EAST  
ELEVATION & COAL TOWER No. 2 AND THE NORTH ELEVATION (SWITCH  
HOUSE EXTERIOR)

PA-505-9      VIEW OF NORTH ELEVATION FROM THE NORTHEAST

PA-505-10     NORTH ELEVATION

PA-505-11     COAL TOWER No. 1, AS SEEN FROM THE WEST

PA-505-12     PERSPECTIVE VIEW OF COAL TOWER No. 1, LOOKING FROM THE WEST

## Addendum—Index to Photographs—Black & White Photographs & Color Transparencies

### HISTORIC AMERICAN BUILDINGS SURVEY

#### INDEX TO PHOTOGRAPHS

**ADDENDUM TO  
THE HERMITAGE**  
(Andrew Jackson House)  
4580 Rachel's Lane  
Hermitage  
Davidson County  
Tennessee

**HABS No. TN-52**  
(page 2)

The Black and White Photographs, numbered TN-52-1 through TN-52-68, and a Color Transparency, numbered TN-52-69 (CT), were transmitted previously to the Library of Congress.

#### INDEX TO BLACK AND WHITE PHOTOGRAPHS

Jack E. Boucher, Photographer, March 1999.

- |          |  |
|----------|--|
| TN-52-70 | SOUTH (FRONT) ELEVATION  |
| TN-52-71 | PERSPECTIVE OF SOUTH ELEVATION FROM THE SOUTHWEST  |
| TN-52-72 | DETAIL VIEW OF ENTRANCE IN SOUTH ELEVATION, LOOKING FROM THE SOUTHWEST   |
| TN-52-73 | GENERAL VIEW OF THE FIRST HERMITAGE, ALSO KNOWN AS THE EAST AND WEST CABINS, LOOKING FROM THE MANSION TO THE NORTHEAST                 |
| TN-52-74 | GENERAL VIEW FROM THE FIRST HERMITAGE AREA (BY THE EAST AND WEST CABINS) LOOKING TOWARD THE MANSION; VIEW INCLUDES THE GARDEN AND TOMB |
| TN-52-75 | VIEW OF ALFRED'S TOMBSTONE, WITH THE EAST ELEVATION OF MANSION IN THE BACKGROUND   |
| TN-52-76 | VIEW OF JACKSON'S TOMB, WITH THE EAST ELEVATION OF MANSION IN THE BACKGROUND   |
| TN-52-77 | CLOSE VIEW OF THE JACKSON TOMB   |
| TN-52-78 | VIEW OF ACROSS THE GARDEN TO THE TOMB, LOOKING FROM THE NORTHWEST IN THE VICINITY OF THE MANSION                                       |

#### INDEX TO COLOR TRANSPARENCIES

All color xerographic copies were made from a duplicate color transparency.

**THE HERMITAGE  
HABS No. TN-52  
INDEX TO PHOTOGRAPHS  
(page 3)**

Jack E. Boucher, Photographer, March 1999.

TN-52-79 (CT) SOUTH ELEVATION (DUPLICATE OF HABS No. TN-52-70)

TN-52-80 (CT) PERSPECTIVE OF SOUTH ELEVATION FROM THE SOUTHWEST (DUPLICATE OF HABS No. TN-52-71)

TN-52-81 (CT) GENERAL VIEW OF THE FIRST HERMITAGE, ALSO KNOWN AS THE EAST AND WEST CABINS, LOOKING FROM THE MANSION TO THE NORTHEAST (DUPLICATE OF HABS No. TN-52-73)

TN-52-82 (CT) GENERAL VIEW FROM THE FIRST HERMITAGE AREA (BY THE EAST AND WEST CABINS) LOOKING TOWARD THE MANSION; VIEW INCLUDES THE GARDEN AND TOMB (DUPLICATE OF HABS No. TN-52-74)

TN-52-83 (CT) VIEW OF ALFRED'S TOMBSTONE, WITH THE EAST ELEVATION OF MANSION IN THE BACKGROUND (DUPLICATE OF HABS No. TN-52-75)

TN-52-84 (CT) VIEW OF JACKSON'S TOMB, WITH THE EAST ELEVATION OF MANSION IN THE BACKGROUND (DUPLICATE OF HABS No. TN-52-76)

## Addendum—Index to Photographs—Name or Address Change

### HISTORIC AMERICAN BUILDINGS SURVEY

#### INDEX TO PHOTOGRAPHS

SAINT GEORGE RUSSIAN ORTHODOX CHURCH  
(The Church of the Holy Great Martyr George the Victorious)  
Saint George Island, Pribilof Islands  
Saint George  
Aleutian Islands  
Alaska

HABS No. AK-50

ADDENDUM TO  
SAINT GEORGE RUSSIAN ORTHODOX CHURCH  
(The Church of the Holy Great Martyr George The Victorious)  
Saint George  
Saint George Island  
Pribilof Islands  
Alaska

AK-50-1 through AK-50-10 were transmitted to the Library of Congress in 1993.

#### INDEX TO COLOR TRANSPARENCIES

All color xeroxes were made from a duplicate color transparency.

Jet Lowe, Photographer, August 1989

AK-50-11 (CT)	WEST FRONT
AK-50-12 (CT)	WEST FRONT, DETAIL OF ENTRANCE
AK-50-13 (CT)	SOUTH SIDE
AK-50-14 (CT)	SOUTH AND EAST SIDES
AK-50-15 (CT)	INTERIOR, NAVE, LOOKING EAST

## Addendum—Data Pages—Previously Transmitted Data Pages

ADDENDUM TO  
CHICAGO RIVER BASCULE BRIDGE, MONROE STREET  
HAER No. IL-53  
(Page 3)

HISTORIC AMERICAN ENGINEERING RECORD  
CHICAGO RIVER BASCULE BRIDGE, MONROE STREET

This report is an addendum to a 2 page report previously transmitted to the Library of Congress in 1995.

Location: Spanning the South Branch of the Chicago River at Monroe Street, Chicago, Cook County, Illinois.

UTM: 16/447040/4636500

Quad: Chicago Loop

Date of Construction: 1919

Designer: City of Chicago

Builder: Fitzsimmons & Connell Dredge & Dock Co. (substructure);  
Ketler & Elliot Company (superstructure)

Present Owner: City of Chicago.

Present Use: Vehicular bridge.

Significance: The Monroe Street Bridge is representative of the simple trunnion bascule bridge that became widely known as the "Chicago Type." Although bridges of the "Chicago type" shared basic principles, the design had undergone significant development since the original "Chicago-type" bridge opened at Cortland Street in 1902. By 1913 when initial studies for a new bridge at Monroe began, engineers of the city's Bridge Division had roughly standardized a "second generation" of the "Chicago-type."

## Addendum—Data Pages—No Previously Transmitted Data Pages

### HISTORIC AMERICAN ENGINEERING RECORD

#### ADDENDUM TO WACO SUSPENSION BRIDGE

HAER No. TX-13

**Location:** Spanning the Brazos River at Bridge Street, Waco, McLennan County, Texas.  
UTM: 14/677780/3493120  
USGS: Waco West, Texas, quadrangle (1975).

**Date of Construction:** 1868-1869.

**Designer:** Thomas M. Griffith.

**Builder:** Thomas M. Griffith.

**Present Owner:** City of Waco.

**Present Use:** Pedestrian bridge.

**Significance:** When completed in 1869, the 475'-0"-long Waco Suspension Bridge was the state's first major suspension bridge. The first bridge to span the Brazos River, it originally featured two castellated pink brick towers. The span opened as a toll bridge on January 7, 1870. Its toll houses feature stepped gable roofs, parapets, and round arched openings. Financed by the Waco Bridge Company, it is an example of a bridge built at the initiative of local business leaders during the Reconstruction when local governments had difficulty funding large capital projects. McLennan County purchased the bridge in 1889, freed it of tolls, and turned it over to the city of Waco. It was reconstructed by the Missouri Valley Bridge and Iron Company between 1913 and 1914. The Waco Suspension Bridge was closed to vehicular traffic in 1971. The original structure was designed by Thomas M. Griffith, an engineer who had worked for the John A. Roebling's Sons Company. The Waco Suspension Bridge was nominated to the National Register of Historic Places in 1970. Source: T. Lindsay Baker, *Building the Lone Star State: An Illustrated Guide to Historic Sites* (College Station: Texas A&M University Press, 1986), pp. 260-62.



## Addendum—Data Pages—Name or Address Change

### HISTORIC AMERICAN ENGINEERING RECORD

#### STEEL BRIDGE ADDENDUM TO Confederate Avenue Bridge HAER NO. MS-12

The new record name reflects the historic name of the structure.

**Location:** Spanning Jackson Road and the south fork of Glass Bayou on Confederate Avenue, in Vicksburg National Military Park, Warren County, Mississippi.

**Date of construction:** 1903

**Engineer:** Unknown

**Contractor:** Penn Bridge Company

**Structure Type:** Arch Truss Bridge

**FHWA Structure No.:** 5600-009T

**Owner:** United States Department of the Interior, National Park Service, Vicksburg National Military Park

**Significance:** The steel arch bridge on Confederate Avenue in Vicksburg National Military Park is significant for its design. It is the only extant steel arch bridge in the State of Mississippi. The structure was included among a number of the state's historic bridges nominated for the National Register of Historic Places in 1987.

**Project Information:** The Vicksburg National Park Roads and Bridges Recording Project was conducted in 1997 by the Historic American Engineering Record. The project team consisted of Todd Croteau, project supervisor; Tim Davis, supervisory historian; Pete Brooks, field supervisor and architect; Deborah James, landscape architect; Gregory Seale, architect; and Courtney Jones, historian. This is one in a series of reports prepared for the project. See also HAER Nos. MS-14, MS-14A, MS-14B and MS-14C.

Addendum—Measured Drawing Title Blocks

DRAWN BY: JOHN NICELY	JULY 1990				
INSTITUTE FOR HISTORIC TECHNOLOGY and THURMOND DEPOT HISTORIC STRUCTURE REPORT 1990	ADDENDUM TO: CHESAPEAKE & OHIO RAILROAD, THURMOND DEPOT 1905 NE END OF THE NEW RIVER BRIDGE FAYETTE COUNTY	WEST VIRGINIA	SHEET 1 of 15	HISTORIC AMERICAN ENGINEERING RECORD H.A.E.R.	
	THURMOND				